

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[Your LinkedIn Profile URL] | [Your City, State]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Logistics Coordinator** position at [Company Name]. With [Number] years of experience in supply chain management, freight coordination, and inventory control, I am confident in my ability to optimize your distribution networks and ensure seamless operational efficiency. In my previous role at [Previous Company Name], I successfully managed [Specific Task, e.g., domestic and international shipping schedules] while maintaining a [Percentage]% accuracy rate in documentation. My expertise includes utilizing [Specific Software, e.g., SAP, Oracle, or TMS] to track shipments, negotiate with carriers, and resolve transit delays. I am particularly skilled at identifying bottlenecks and implementing lean strategies to reduce transportation costs. I am impressed by [Company Name]'s reputation for [mention a company achievement or value], and I am eager to bring my problem-solving skills and attention to detail to your logistics team. I am adept at coordinating with vendors, warehouse staff, and internal departments to meet strict deadlines in fast-paced environments. Thank you for your time and consideration. I look forward to the possibility of discussing how my background in logistics and distribution can support the goals of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]