

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Logistics Operations Executive** position at [Company Name], as advertised on [Platform]. With a solid background in supply chain management and a proven track record of optimizing distribution workflows, I am confident in my ability to enhance your operational efficiency.

In my previous role at [Previous Company], I was responsible for overseeing end-to-end logistics, including [List 2-3 Core Responsibilities, e.g., freight forwarding, inventory control, or vendor management]. During my tenure, I successfully [Mention a specific achievement, e.g., reduced shipping lead times by 15% or decreased operational costs through route optimization]. I am adept at utilizing [Specific Software, e.g., SAP, Oracle, or TMS] to track shipments and ensure real-time visibility across the supply chain.

My expertise lies in coordinating complex international and domestic movements while ensuring strict compliance with customs regulations and safety standards. I am a proactive problem-solver, capable of managing third-party logistics (3PL) providers and negotiating contracts to secure the best service-to-cost ratios for the organization.

I am particularly drawn to [Company Name] because of your reputation for [Mention a company project or value]. I am eager to bring my analytical skills and dedication to continuous process improvement to your logistics team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the goals of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]