# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the [Specific Job Title] position at [Company’s Name] as advertised on [where you found the job posting]. With a [Your Degree] in [Your Major] from [Your University] and over [Number of Years of Experience] years of comprehensive experience in warehousing and logistics, I am excited about the opportunity to contribute to your team. I hold certifications such as [Your Certifications], which, combined with my hands-on experience, make me a strong candidate to contribute meaningfully to the success and efficiency of [Company’s Name].

In my most recent position as a [Your Last Job Title] at [Your Last Company], I [mention any significant achievement, milestone, delivered value]. I also bring a wealth of experience in [mention any relevant expertise or job function, e.g., inventory management, supply chain optimization, team leadership, etc.], which I am confident will be beneficial to your team and the overarching goals of [Company’s Name].

Enclosed is my resume that further outlines my qualifications. I am looking forward to the opportunity of discussing my application with you further and am available for an interview at your earliest convenience. Thank you very much for your time and consideration.

Warm regards,

Your Name

Enclosure