

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am applying for the [Role] position at [Company name]. Over the past six years I have coordinated operations for a regional distribution team, where I reorganized inbound scheduling and reduced average truck wait times by about a third. I would like to bring that same practical, process-focused approach to your team.

Your posting emphasizes vendor communication and accurate reporting. In my current role I manage relationships with more than twenty carriers and suppliers, resolve delivery issues before they reach customers, and prepare weekly performance summaries for senior management. I also trained five new coordinators last year, creating a simple checklist that is now used across the site.

I am particularly interested in [Company name] because of its focus on reliable service across several provinces. I work comfortably in both English and French, which I understand would be useful for your partners in Quebec, and I am happy to be interviewed in either language.

Thank you for considering my application. My resume is attached, and I would welcome the chance to discuss how I could contribute to your operations team. I can be reached at the phone number and email address below.

Sincerely,

[Your name]