Damilola Afolabi
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The Human Resources Manager
GTEA Excellent Service Limited (GTEA EXPRESS)
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF LOGISTICS OFFICER

I am writing to apply for the position of Logistics Officer at GTEA Excellent Service Limited (GTEA EXPRESS), which I saw advertised on Omadaily. GTEA Excellent Service Limited (GTEA EXPRESS) is a respected name in logistics & Transport, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Transport Management from University of Ibadan, and I have 5 years of experience, most recently as a Logistics Officer at Greenfield Consolidated Ltd. In this role I plan daily deliveries for a fleet of 25 trucks, and I raised on-time delivery from 82% to 96%.

I know how important timing and organisation are in the work GTEA Excellent Service Limited (GTEA EXPRESS) does, and I am reliable, well organised and calm when plans change. I am also skilled in fleet management, route planning and inventory.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to GTEA Excellent Service Limited (GTEA EXPRESS). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Damilola Afolabi

Free sample from omadaily.com. Edit it to fit your own experience.