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The Human Resources Manager
Leading Maritime and Oil Logistics Company
Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF LOGISTICS OFFICER

I am writing to apply for the position of Logistics Officer at Leading Maritime and Oil Logistics Company, which I saw advertised on Omadaily. Leading Maritime and Oil Logistics Company 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 Federal University of Technology, Akure, and I have 5 years of experience, most recently as a Logistics Officer at Palmview Holdings 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 Leading Maritime and Oil Logistics Company 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 Leading Maritime and Oil Logistics Company. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Ibrahim Garba

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