Fatima Afolabi
12 Adewale Street, Independence Layout, Enugu
0800 000 9742 · fatima.afolabi@email.com

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The Human Resources Manager
Sarfix Logistics
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 Sarfix Logistics, which I saw advertised on Omadaily. Sarfix Logistics 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 Ahmadu Bello University, Zaria, and I have 5 years of experience, most recently as a Logistics Officer at Bluerock Enterprises 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 Sarfix Logistics 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 Sarfix Logistics. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Fatima Afolabi

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