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The Human Resources Manager
Smart Way Logistics & Technology
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 Smart Way Logistics & Technology, which I saw advertised on Omadaily. Smart Way Logistics & Technology 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 Lagos State University, 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 Smart Way Logistics & Technology 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 Smart Way Logistics & Technology. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Fatima Balogun

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