

Professional Cover Letter Template

A customizable template for freight, logistics, customer service, and operations positions.

How to use: Replace all bracketed text. Keep the final letter to one page, tailor it to the job posting, and save it as a PDF before submitting.

[Your Full Name]

[City, State] | [Phone Number] | [Professional Email] | [LinkedIn URL, optional]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or Hiring Team],

I am applying for the [Position Title] opportunity with [Company Name]. Through my training in [Freight Brokering/Freight Dispatch/Logistics], I developed practical knowledge of load coordination, carrier and customer communication, rate negotiation, documentation, problem-solving, and maintaining accurate records. I am prepared to bring reliability, professionalism, and a strong sense of urgency to your team.

During training, I completed [name a project, simulation, assignment, or achievement]. This experience strengthened my ability to [choose two or three: communicate clearly, manage competing priorities, follow established procedures, resolve service issues, use transportation technology, or support customers and drivers]. My background in [previous industry or transferable experience] also gives me proven skills in [relevant skill].

I am especially interested in [Company Name] because [specific reason connected to the company, position, or mission]. I would welcome the opportunity to contribute my training, work ethic, and commitment to dependable service. Thank you for reviewing my application. I look forward to discussing how my skills can support your operation.

Sincerely,

[Your Full Name]

Customization Checklist

- ☐ Use the exact job title from the posting.
- ☐ Mention the employer by name at least twice.
- ☐ Include one training achievement or relevant example.
- ☐ Match three keywords from the job description.
- ☐ Proofread names, dates, punctuation, and contact information.
- ☐ Export the finished letter as a PDF with a professional filename.