

Freight & Logistics Resume Template

An editable resume structure for graduates entering freight brokering, dispatching, logistics, or customer operations.

Replace the sample wording with truthful information. Use strong action verbs, measurable results when available, and a clean one- or two-page format.

[YOUR FULL NAME]

[City, State] | [Phone] | [Email] | [LinkedIn]

Professional Summary

Detail-oriented [freight broker / freight dispatcher / logistics professional] trained in coordinating freight movement, communicating with shippers and carriers, reviewing transportation documents, supporting rate negotiations, and maintaining organized load records. Known for [two strengths], with a commitment to dependable service, accuracy, and timely communication.

Core Skills

Freight & Operations	Communication & Service	Technology & Administration
Load coordination • Rate research • Carrier sourcing • Route planning • Tracking and tracing	Shipper communication • Driver support • Negotiation • Issue resolution • Follow-up	TMS exposure • Load boards • Email • Microsoft Office • Data entry • Documentation

Training & Projects

[PROGRAM NAME] — [Training Provider], [City/Online] | [Completion Month Year]

- Completed training in [key subjects: freight brokering, dispatch operations, carrier vetting, pricing, documentation, compliance, customer acquisition].
- Coordinated a simulated load from initial customer request through carrier selection, rate confirmation, tracking, and delivery documentation.
- Practiced professional shipper, carrier, and driver communication using realistic industry scenarios.
- Used [TMS/load board/platform] to [describe truthful activity].

Professional Experience

[JOB TITLE] — [EMPLOYER], [CITY, STATE] | [DATES]

- [Action verb] [responsibility], resulting in [outcome or measurable result].
- [Action verb] customer, administrative, sales, scheduling, or operational duties relevant to logistics.
- [Action verb] records, communications, deadlines, or service issues with accuracy and professionalism.

[JOB TITLE] — [EMPLOYER], [CITY, STATE] | [DATES]

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Education & Certifications

- [Credential or Diploma], [School], [Year]
- [Freight Broker Training Certificate], [Provider], [Year]
- [Freight Dispatch Training Certificate], [Provider], [Year]

Resume Final Review

- ☐ No spelling errors or unexplained abbreviations.
- ☐ All claims are accurate and supportable.
- ☐ Dates and formatting are consistent.
- ☐ File name includes your first name, last name, and “Resume.”