

COVER LETTER TEMPLATE



Welcome to our Job Placement Program, an essential milestone in your journey toward a successful career! We understand that the path to securing meaningful employment after completing your training can be both exciting and challenging. This program has been meticulously designed to bridge the gap between your educational endeavors and your professional aspirations, guiding you toward the ideal job placement.

Value-Added Benefits We Provide:

- We are available to you M-Th 8 am-5 pm Fri-8 am-Noon
- Provide you with the necessary resources to help you thrive
- Remote Agent Positions Available

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 @nr_swanks



Congratulations on completing the freight broker and dispatcher training. Now that you have finished your training, it is time to prepare for your job search. To assist you with this process, we have provided a template for a new freight agent cover letter below. Kindly copy the template and insert your personal information into the sections that are enclosed in brackets. We advise that you read the template carefully and thoroughly, ensuring that you do not inadvertently skip any part. Our next email will contain a template for your resume. Once again, congratulations on completing your course. We wish you all the best in your job search.

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Today's Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the Freight Agent position at [Company Name], as advertised on [where you found the job listing]. Though I am a recent graduate with no prior experience in the field, I am eager to bring my enthusiasm, dedication, and willingness to learn to contribute to your team's success.

As a recent graduate, I have developed a solid foundation in logistics and transportation through my coursework in [mention relevant coursework, if any], which has provided me with a fundamental understanding of the industry. I am excited about the opportunity to apply this knowledge and build upon it through hands-on experience as a Freight Agent at [Company Name].

While I may lack direct experience, I believe my strong communication and problem-solving skills, attention to detail, and ability to adapt quickly will enable me to excel in this role. I am a quick learner and committed to acquiring the necessary skills and knowledge to become a valuable member of your team.

I am highly motivated to contribute to [Company Name]'s reputation for excellence in the freight industry. I am confident that my dedication and willingness to go the extra mile will make me a valuable asset to your organization. I am excited about the prospect of joining your team and assisting with [mention a specific project or aspect of the role that excites you].

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and passion for the logistics industry align with [Company Name]'s goals and values. I look forward to the chance to meet with you to further discuss my potential contributions as a Freight Agent.

Please find my resume attached for your reference. You can reach me at [Your Phone Number] or [Your Email Address] to schedule an interview or discuss my application in more detail.

Thank you for your time and consideration.

Sincerely,

[Your Name]

Remember to tailor this cover letter to the specific job you're applying for and highlight any relevant coursework, skills, or personal qualities that make you a strong candidate, even without prior experience. Good luck!