**COVER LETTER FOR JOB APPLICATION**

14 December 20XX

Leah Burk

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(757) 245-0763

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Dear Ms. Burk,

I was delighted to hear about the open position of Logistics Coordinator at Bloom Group from an ex-colleague of mine, Yvette Meyers. She suggested I apply for the job because of my experience procuring shipping companies to provide clients with flexible and cost-effective shipping services with 99% on-time logistical support and delivery.

During my time at Wide Range Logistics LLC, I was instrumental in negotiating and guaranteeing the successful execution of contracts with outside vendors, resulting in up to $90,000 in savings per year. In addition, I boosted profit margins by 15% by negotiating skillfully with carriers, industry brokers, and top customer representatives.

Some of my strengths include delivery tracking, vendor coordination, and streamlining logistical operations. As a member of the container chartering team, I played a pivotal role in securing 10+ contracts with an annual gross value surpassing $47 million. I also obtained a bi-weekly $400K high-profile account, culminating in a vendor compliance rating ranking in the top 3% at the company.

I’m thrilled at the prospect of joining the Bloom Group as a Logistics Coordinator and look forward to discussing the role and my qualifications with you in greater depth. Thank you for your time, and I’ll be in touch next week to follow up and ensure you received my application.

Sincerely,

Terry Dawson