COVER LETTER

Marianna Martin

Logistics Assistant

FROM

Marianna Martin

Logistics Assistant

TO

Leonard Maldonado

E-Trade Compliance Group

DETAILS

📞 304-858-7478

✉ marianna-martin@email.com

📍 Charleston, WV

Dear Mr. Maldonado,

I am writing to express my strong interest in the Logistics Assistant position at E-Trade Compliance Group. With 2 years of experience in logistics and supply chain management, I am confident in my ability to excel in this role and make a valuable contribution to your team.

In my current role as a Logistics Coordinator at Guard Services, I have developed a strong understanding of import/export regulations and customs procedures. I have successfully managed multiple shipments from various international locations, ensuring timely delivery and compliance with all relevant laws and regulations. My attention to detail and strong organizational skills have enabled me to maintain accurate records of all shipments, resulting in a 20% reduction in shipping errors.

I am proud to say that I have also played a key role in streamlining our supply chain processes, resulting in a 15% increase in efficiency and cost savings for the company. I am always looking for ways to improve processes and find innovative solutions to challenges, which I believe would be an asset to E-Trade Compliance Group.

What sets me apart is my ability to work well under pressure and meet tight deadlines without compromising on quality. My excellent communication skills have also allowed me to build strong relationships with suppliers, vendors, and team members, facilitating smooth coordination and collaboration.

I am highly proficient in using logistics software such as SAP and have a solid understanding of inventory management principles. Additionally, my strong analytical skills and attention to detail have enabled me to identify potential risks and implement preventive measures.

Thank you for considering my application. I look forward to the opportunity of discussing my qualifications further.

Sincerely,

Marianna Martin