

Internship Application for Logistics Planning

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the logistics planning internship at [Company Name] as advertised on [where you found the internship]. With a strong academic background in supply chain management and hands-on experience in logistics, I am eager to contribute my skills to your team.

During my studies at [Your University], I have gained extensive knowledge in inventory management, transportation systems, and demand forecasting. I have also completed a project where I successfully optimized a supply chain process, resulting in a 15% reduction in costs. I am particularly drawn to [Company Name] because of your commitment to innovative logistics solutions and sustainability practices.

I am proficient in various logistics software and tools, which I believe will aid me in effectively supporting your team. I am highly organized, detail-oriented, and enjoy collaborating with others to streamline operations and enhance efficiency.

I am enthusiastic about the opportunity to learn and grow at [Company Name] and contribute to your ongoing projects. I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,

[Your Name]