

Internship Application for Global Logistics Coordination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Global Logistics Coordination internship position at [Company's Name], as advertised on [where you found the posting]. With my academic background in [Your Major] and my passion for logistics and supply chain management, I am excited about the opportunity to contribute to your team.

During my studies at [Your University], I gained knowledge in logistics principles and practices, which I believe will be beneficial in this role. My coursework has equipped me with skills in inventory management, transportation planning, and data analysis. Additionally, my recent experience with [any relevant experience or project] has provided me with practical insights into the complexities of global logistics operations.

I am particularly attracted to [Company's Name] because of [specific reason related to the company or its projects], and I am eager to learn from a company renowned for its excellence in the logistics field. I am confident that my proactive approach, attention to detail, and strong analytical skills will make a positive impact on your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,

[Your Name]