

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Express Delivery Team position as advertised on [where you found the job posting]. With my background in logistics and exceptional organizational skills, I believe I would be a valuable asset to your team.

In my previous role at [Your Previous Company], I successfully managed time-sensitive deliveries and coordinated with multiple teams to ensure timely service. I am adept at optimizing routes and maintaining high standards of customer service. My commitment to efficiency and teamwork aligns well with the goals of [Company Name].

I am excited about the opportunity to contribute to your organization and help streamline the delivery process. I am looking forward to the possibility of discussing my application further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]