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| **Robert smith**  **Dispatch Manager** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is about the job opening for the position of Dispatch Manager at [XXX Logistics]. I am highly committed to the job, and I am passionate about this field. My academic qualifications and work experience, along with my ethical attitude, make me a perfect candidate for this position.

[XXX logistics] is a pioneer in this field, and they are known for the container rentals. They have more than 1000+ containers, and these containers will be in rotation for rentals. They have acquired some awards for customer handling and on-time deliveries.

I have been working as a dispatch manager in [YYY logistics] for the past six years. During this tenure, I have gained the necessary skill set that is required to perform the logistics tasks effectively. At my current workplace, I am tasked up with the following duties:

* Following all the dispatch and container status.
* Allocating and monitoring duties for working people.
* Customer interactions.
* Monitoring the progress of employees.
* Ensuring the deadlines are met.

I have in-depth knowledge of logistics and shipment and I handle a team of 34 members presently. I have a proven track-record of dispatching the products to clients within the stipulated timeframe. I believe that my challenging working nature and team playing attitude will contribute to your company's growth.

I am looking forward to hearing from you to discuss my candidacy and qualifications.

Sincerely,

[Your Name]