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| **robert smith**  **Expeditor** | 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],

As a long-term admirer of your company, I was excited to read about the vacancy of Expeditor Role. I am quite excited to express my interest in the same. I tend to perform below chores in my current role:

* Monitoring shipping schedules.
* Handling inventory management.
* Recording incoming and outgoing inventories.
* Examining accuracy of inventory quantity and quality.
* Reviewing inconsistencies in cost reports.
* Collaborating with vendors and suppliers.
* Adhering with established instructions and procedures.
* Perform clerical responsibilities.

My extensive knowledge and experience in Expeditor have honed my overall personality as Expeditor and well-prepared me to own the challenges integrated with the required role.

My enclosed resume will give you a detailed account of my relevant coursework and employment history. I am available for a personal round of interview at your soonest convenience. Thank you for paying a glance at my application.

Sincerely,

[Your Name]