

[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],

I am excited to submit my application for the Freight Broker position vacant with your firm. I would like to bring forward my unique skill set required to handle the challenges associated with the role successfully. Please review the below list of my key contributions in the current position that will deliver the overall idea of how I can translate my capabilities to excel as your next Freight Broker:

* Negotiate with the shipping agencies in order to avail the services at the minimal rates.
* Follow up with the receivers and carrier agencies.
* Track the shipment to ensure safe and timely transportation.
* Record all the essential details related to freight transportation.
* Address the clients’ inquiries regarding the shipment status and other issues.
* Complete the flight paperwork.
* Spot and communicate with potential customers for new growth opportunities.

While performing all the above duties, I have gained a broad knowledge of logistics management, and developed superior business acumen to qualify as an ideal match for the Freight Broker profile.

Thank you for reviewing the information provided in my job application. I have enclosed my resume to bring my job qualifications to your attention. I would look forward to hearing back from you.

Best Regards,

[Your Name]

**Robert Smith**

**Freight Broker**