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| **robert smith**  **Transport Planner** | 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],

Thank you for taking the time to look over my application for the Transport Planner position with Smart Move. I am confident that I would be an excellent candidate for this role and would make a positive impact on your company.

As an experienced transport planner, I have a proven track record of overseeing projects from start to finish on time and within budget. My strengths include organization, attention to detail, and building strong relationships with customers.

I possess the necessary experience in project management and product delivery as well as knowledge of all relevant regulations. In addition, I have excellent communication skills and have experience working as part of a team. In my current role as a transport planner, I ensure that all orders are fulfilled efficiently and in accordance with all relevant regulations and that customers are kept up-to-date at all times.

Some of my achievements include:

* Achieved 100% on-time delivery of goods, despite a strong increase in out-of-route deliveries.
* Reduced transport costs by 10% through the development of a new routing plan based on smart city technology.
* Successfully planned and delivered 2 million pounds worth of goods in a single day.
* Developed a new productivity tracking system to improve the performance of drivers and optimize their movements.

I understand that Smart Move is seeking an experienced transport planner who can add value to their project management department and quickly get up to speed with the core aspects of the role. With my experience in this area, I believe that I am the ideal person for this position.

My resume is attached and includes further details about my skills and abilities, but if you have any questions or would like additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]