

Professional Import-Export Cover Letter

Subject: Application for Import-Export Coordinator Position

Dear Hiring Manager,

I am writing to express my keen interest in the Import-Export Coordinator position at your esteemed organization. With over five years of experience managing international trade operations, I have developed strong expertise in customs documentation, shipment coordination, and supplier negotiations across multiple regions.

In my previous role at Global Freight Solutions, I successfully reduced shipment delays by 15% through process optimization and strong communication with freight forwarders. My knowledge of Incoterms, export compliance, and trade regulations allows me to handle cross-border logistics efficiently and accurately.

I would be delighted to bring my skills and experience to your team and contribute to your company's global operations. Thank you for considering my application. I look forward to discussing how I can add value to your organization.

Sincerely,

[Your Name]

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