

1234 Logistics Drive
My City, My State 15555

Date

Contact Name
Contact Title
Acme Communications, Inc.
Employer Street
Employer City, Employer State 14604

Dear Mr./Ms. Lastname,

Over ten years of successful experience in the logistics field will enable me to make a significant contribution to the Principal Logistics Analyst position currently advertised on your company's web site. Afforded the opportunity, I will become an invaluable asset to Acme Communications, Inc.

My background is in reviewing program acquisition and integrated logistics support documentation. I also have a Bachelor's Degree in Technical Management, including a minor in Logistics. I am a practical, analytical thinker and have strong technical skills.

I am seeking a new and challenging opportunity and strongly believe that my background and education is well suited for the Principal Logistics Analyst position. I possess a strong work ethic, unquestionable integrity, and an unwavering commitment to quality results.

If you have any questions or would like to arrange an interview, please contact me anytime at 555-555-5555 or contact me via email at xxx@xx.com to schedule an interview with me. I look forward to meeting and discussing with you about becoming a part of the Acme Communications team. Thank you for your time and consideration.

Sincerely,

First and Last Name

Enclosure: Resume