**Jenny Austin  
Traffic Coordinator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Traffic Coordinator position at [Company Name]. With my extensive experience in logistics and transportation and my in- depth knowledge of traffic coordination, I am confident in my ability to make an immediate and long- term impact on your organization.

My background in transportation and logistics includes 10 years of experience in various positions. I have experience in managing traffic and routing, order management and customer service, operations support, and creating and executing transportation plans. I have also managed a fleet of drivers and effectively coordinated shipments with multiple carriers.

I am knowledgeable in the ELD (electronic logging device) regulations and have a strong understanding of dispatch operations and traffic rules. I am extremely organized with exceptional attention to detail and I am adept at multitasking and problem- solving. In my previous roles, I have implemented successful strategies and processes to ensure on- time delivery and cost- effectiveness.

I am confident in my ability to exceed expectations and I am eager to join a team that can help me continue to grow my skills and knowledge. I am confident that I can make a valuable contribution to your team.

Thank you for your time and consideration. I look forward to discussing this opportunity and my qualifications in further detail.

Sincerely,

**Your Name**

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