**Jenny Austin  
Transportation Assistant**

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

horizontal line

4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Transportation Assistant at your company. With my background in logistics and transportation, I am confident I am a great fit for this role.

I have a strong work ethic and excellent customer service skills which are essential for success in this role. My experience in working with a variety of transportation companies has given me a thorough knowledge of the transportation industry.

I am comfortable working with different modes of transportation and can ensure the efficient operation of all services. I am also knowledgeable in dealing with customs regulations, border crossings and other applicable laws.

I have the ability to multitask and prioritize tasks to ensure everything runs smoothly. I have very good communication and organizational skills which have been developed through my work in the transportation industry.

I have a proven track record of providing excellent customer service and have the ability to think on my feet in difficult situations. I am highly motivated to work hard and I am sure I can bring great value to the company as a Transportation Assistant.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

**Your Name**

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