

Trade Coordinator Cover Letter

6216 Mathew FordsLake Margaritohaven, SD 40234

Dear Phoenix Williamson,

I would like to submit my application for the trade coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for occasional support on import and export operational activities such as import (HTSUS) and export (ECCN) classifications, restricted party screening and order hold releases.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- CITT designation is preferred
- Detailed understanding of custom laws, requirements and procedures
- Proven experience in a relevant environment sales administration, international banking, trading or supply chain environment with a good understanding of supply chain processes
- Ambitious with potential to grow
- Good IT skills in MS Word and Excel
- Proficiency with Microsoft Office Suite in a Windows environment and internet applications
- Broad knowledge of customs and trade export and import practices and procedures in the Asia Pacific region
- Able to handle multiple priorities and stakeholders

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Spencer Yundt