**[Date]**

**[Company Name]**

Application for the position of Dispatcher

Dear [Mr./Ms. Last Name, or Full Name],

I was thrilled when I saw the job opening at your company. My industry experience, ability to handle stressful situations, and commitment to achieving results, make me a perfect fit for the advertised position. I believe I would be a valuable addition to the team.

In my previous position as [insert dispatcher or related job title], I learned to excel at using a multi-line phone system and prioritizing calls according to urgency. I pride myself on staying organized and coordinating and supervising various field teams to complete tasks. My strong communication skills help me to provide excellent customer service in responding to queries. With my positive attitude and willingness to assist colleagues wherever possible, I am an easy person to work with.

I’ve attached my resume that contains further details regarding my skills, experience, and qualifications. Please let me know if there is anything else you require. I would appreciate the opportunity to discuss this position in greater detail.

Thank you for your consideration.

Sincerely,

**[Insert name]**

**[NB: Please delete the “Dispatcher Cover Letter Template” heading in red at the top of this page, and the footer below before submitting your cover letter!]**