Logistics Technician · Northfield Haulage Ltd

Prepared for James Porter · 19/10/2026

3/6

Requirements of the posting your CV shows

Your CV shows only some of the requirements. You're missing one essential requirement: “Advanced Excel (pivot tables)”. If you have it, put it on your CV. If not, explain in your cover letter how you'll cover it: some employers accept that.



You cover 3 of 6 requirements and 1 partly.

Count made by NextVitae from the posting's requirements. It is indicative and does not correspond to any specific applicant tracking system.

Requirements in the posting

Warehouse management experience — Covered
Essential · 4 years as warehouse shift lead

Knowledge of a WMS (warehouse management system) — Partly
Essential · Mentions stock counts in SAP, no detail

Advanced Excel (pivot tables) — Not shown
Essential

Counterbalance forklift licence — Covered
Essential · Valid counterbalance licence

Catalan C1 — Covered
Essential · Catalan: level C1

Spanish B2 — Not shown
Nice to have · Spanish — no level given: add it (B2 is asked)

Team coordination — Covered
Nice to have · Leads a team of 6 per shift

Availability for rotating shifts — Confirm it
Nice to have

Strengths

- Direct, continuous hands-on experience in warehouse operations.
- You have led teams, which the posting values for this role.
- You hold the forklift licence, a highlighted requirement.

Weak points

- The posting requires advanced Excel and your CV doesn't mention it anywhere.
- You say you do stock counts in SAP but don't explain which module or what volume.
- You don't show experience with any warehouse management system (WMS).

Keywords from the posting missing from your CV

WMS · pivot tables · KPIs · picking

Action plan

What to do about each requirement your CV doesn't fully show yet.

Knowledge of a WMS (warehouse management system)

Partly

ON YOUR CV

Say exactly what you do in SAP: which module, how many SKUs and how often.

TO CLOSE THE GAP

If you haven't used a WMS, watch the free tutorials of the most common systems and only mention them once you've tried them.

AT THE INTERVIEW

Explain that a WMS follows the same logic you already use in SAP: locations, goods in and goods out.

Advanced Excel (pivot tables)

Not shown

ON YOUR CV

Don't add it to your CV until you can actually use it.

TO CLOSE THE GAP

Look first for a free course from your local public employment or adult-learning service; if none starts soon, a short online pivot-tables course.

AT THE INTERVIEW

Be honest about it and explain that you're already training.

Spanish B2

Partly

ON YOUR CV

State your real level and any certificate you have.

TO CLOSE THE GAP

A free online level test will tell you where you are; adult-education language classes are the low-cost option to improve it.

AT THE INTERVIEW

Prepare a two-minute introduction to your job in Spanish.

Availability for rotating shifts

Not shown

ON YOUR CV

If it's true, add one line to your profile: "Available for rotating shifts".

TO CLOSE THE GAP

This isn't about training: just make it clear if it's true.

AT THE INTERVIEW

Answer directly; it's a yes-or-no question.

Your tailored CV

Version for this posting. The Word file is editable; fill in the text highlighted in yellow before sending it.
Fact check: we compared your CV and letter line by line with your original.

James Porter

Warehouse Shift Lead · Logistics and Dispatch

Leeds · james.porter@example.com · 07700 900000

PROFILE

Shift lead with 4 years' experience coordinating teams of 6 in goods-in, storage and dispatch. Experienced in stock counts with SAP and in forklift operation. Used to working to tight deadlines and reorganising the warehouse to save time.

KEY SKILLS

- Warehouse operations: goods-in, putaway, picking and dispatch
- Regular stock counts with SAP
- Shift team coordination
- Valid counterbalance forklift licence

EXPERIENCE

Warehouse Shift Lead 2021 – present
Aire Valley Distribution · Leeds

- Lead a team of 6 operatives per shift across goods-in and dispatch.
- Run regular stock counts in SAP covering [add a figure: number of SKUs] SKUs.
- Reorganise pick locations to cut picking routes [add a figure: time saved].

Warehouse Operative 2018 – 2021
Pennine Supermarkets · Wakefield

- Picked orders for 12 stores in the chain.
- Loaded and unloaded vehicles using a forklift.

EDUCATION

BTEC Level 3 in Business 2016 – 2018
Leeds City College

LANGUAGES

English: native · Spanish: basic

OTHER

- Full UK driving licence and own vehicle

Cover letter

Dear Northfield Haulage team,

For four years I have led shifts at a distribution warehouse, making sure goods come in, are put away and go out on time. That is why your Logistics Technician role is such a close fit with what I do.

I have worked with stock counts in SAP and with teams of six, and I know what meeting a deadline means when the lorry is already at the bay. Before that I picked orders for twelve stores, so I know the operation from the inside.

I know you are looking for advanced Excel and I am already training in it. I would welcome the chance to explain at interview how my experience could support your operation.

Thank you for your time.

James Porter

Interview preparation

1. How do you organise a shift when someone is missing?

WHY THEY ASK

They want to know whether you can prioritise under pressure.

SAMPLE ANSWER

> There are six of us on my shift. When someone is off, I first check which lorries leave earliest and put the most experienced pickers on them; I take the forklift myself if needed. Last time we still dispatched on time [add a real example].

TIP

Use a real case with a concrete result.

2. Which indicators do you use to measure warehouse performance?

WHY THEY ASK

They are looking for someone who thinks in data, not just tasks.

SAMPLE ANSWER

> Mainly orders picked per hour and picking errors. When we reorganised the pick locations we cut walking routes [add the figure].

TIP

Talk about the ones you really tracked, even if you didn't call them KPIs.

3. What is your level of Excel?

WHY THEY ASK

It's a highlighted requirement your CV doesn't show.

SAMPLE ANSWER

> I use Excel for lists and filters. I can't do pivot tables yet, and I'm already training in them.

TIP

Be honest: making it up gets found out at the first test.

4. ¿Puede describir su rutina diaria como jefe de turno?

WHY THEY ASK

They are checking the Spanish the posting asks for.

SAMPLE ANSWER

> Primero reviso los pedidos y los camiones del día. Después reparto las tareas a mi equipo de seis personas y resuelvo los problemas en el almacén.

TIP

Practise it out loud two or three times.

5. Are you available for rotating shifts?

WHY THEY ASK

The posting values it and your CV doesn't say.

SAMPLE ANSWER

> Yes, I'm available for rotating shifts.

TIP

Only say it if it's true, and add it to your CV.

Texts to reuse

Message to the recruiter (LinkedIn)

> Hello, I saw your Logistics Technician vacancy at Northfield Haulage. I've led warehouse shifts and SAP stock counts in Leeds for four years and would be glad if you considered my application. Thank you!

Headline for your profile (LinkedIn or job boards)

> Warehouse Shift Lead · SAP stock control · Team coordination

Short cover letter for job boards (Indeed and others)

> I'm interested in your Logistics Technician role because I've spent four years leading warehouse shifts and SAP stock counts. I'm used to organising teams and meeting dispatch deadlines. Advanced Excel is not yet one of my strengths, but I'm keen to learn it. I'd be glad to tell you more at an interview. James

Email to send your application

> Subject: Application: Logistics Technician · James Porter
>
> Dear Hiring Team,
>
> Please find attached my CV and cover letter for the Logistics Technician role.
>
> Kind regards,
>
> James Porter · 07700 900000

Postings your CV shows more for

FOOD MANUFACTURING

Dispatch Coordinator

Coordinating shifts and outbound loads is the same challenge, with more weight on traceability.

Skills you bring: Shift coordination · Stock control · Dispatch

First step: Take a short food-safety (HACCP) course.

E-COMMERCE

Fulfilment Team Leader

Picking and dispatch are the heart of an e-commerce warehouse.

Skills you bring: Picking · Team leadership · Deadlines

First step: Search for vacancies with the words 'fulfilment' and 'picking'.

HEALTHCARE

Hospital Logistics Assistant

Hospitals run stores of supplies with strict stock control and value SAP experience.

Skills you bring: SAP · Stock control · Organisation

First step: Check the job boards of the hospitals and health trusts near you.

What to do now

- Fill in the 2 yellow blanks in the CV and letter (the Word file is editable).
- Send your application to Northfield Haulage Ltd with the CV and letter.
- Prepare a real example to talk about at the interview: Knowledge of a WMS (warehouse management system).

Before you send your application

- ☐ Have you filled in all the text highlighted in yellow with real details?
- ☐ Does the file name include your name (e.g. CV_First_Last.pdf)?
- ☐ Are the email and phone on your CV correct, and do you check them often?
- ☐ Is the letter addressed to the right company and does it name the exact role?
- ☐ Have you proofread it one last time, out loud?
- ☐ Have you noted where and when you applied so you can follow up?