

Job Ad:

ABC Distribution requires a Warehouse Supervisor with at least 3 years of warehouse experience.

You must be a self-starter, have supervisory experience, be a team player and be willing to work the occasional night shift.

Please forward resumes to:

ABC Distribution

128 Maple Street

Lethbridge, AB

T4P 2N8



March 14, 2007

ABC Distribution

128 Maple Street

Lethbridge, AB

T4P 2N8

Hiring Manager:

This letter is in response to your advertisement for the Warehouse Supervisor in the Gazette, May 14, 2005.

As my enclosed resume indicates, I have over five years of warehouse experience with consumable and perishable products. I would describe myself as a self-starter. For example, I designed and implemented two warehouse programs: the first improved the stacking and retrieval of limited shelf life products: the second improved dock-loading speed through a vehicle queuing system. I have also been chosen as the night shift crew leader for the past two years and am willing to continue working nights. I know several vendors who speak highly of ABC Distribution. I am most interested in working for you because of your reputation for quality.

I will call you next week to ensure you received my resume and to answer any question you may have. Thank you for your consideration.

Sincerely,

Jerry Green

Enclosure: Resume