



Job Posting (taken from XYZ Job Board):

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:

ABCDistribution@ABC.com

September 8, 2020

ABC Distribution
128 Smith Street
Charlottetown
PE C1A 1Z1

Dear Hiring Manager,

This letter is in response to your advertisement for the Warehouse Supervisor posted on XYZ Job Board dated September 7, 2020.

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 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 questions you may have. Thank you for your consideration.

Sincerely,

Jerry Green