

Warehouse Worker Cover Letter Sample 2

Antwone Burlington

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366 – 818 – 8225

Mrs. Harper St.Cloud

Uniquities Supply and Shipping

3664 Sandy Sholes Way, Tampa, Florida, 20031

Dear Mrs. St.Cloud,

I am writing to express my sincerest interest in the warehouse worker position you have listed on your company's website. I was also referred to you by your recently retired employee, Mike Hudson. As a skilled and reliable professional, with experience working a wide range of general warehouse operations, I possess the experience and knowledge that allow me to offer my expertise, and build on the success of your company. I believe that the qualities you're seeking are well aligned with my abilities and character.

In my present position of employment with Nail Head Distributors, I am responsible for a variety of tasks, such as unloading and loading trucks, stocking shelves, keeping inventory, and maintaining a clean and safe working environment. I also utilize industrial machinery such as forklifts, while adhering to safety procedures, to secure and move loads. Being well adept at using Microsoft Office Suit, I am also responsible for completing documentation write ups, reports, and responding to e-mails.

Perhaps my biggest achievement in my current position was being promoted to Operations Supervisor. It was through this position that I was able to develop and hone my leadership skills, and put into practice several techniques for employee management. Since taking on this role, the company has experienced a 15% increase in efficiency when it comes to loading and shipping merchandise.

My skills include being able to work collaboratively with fellow associates and management, to maximize efficiency and productivity. Through my experiences, I have mastered warehouse requirements and streamlined operations as if they were second nature. On a more personal level, I am physically fit, and possess good strength and hand dexterity. I am able to stand, stoop, lift, and move equipment for extended periods of time without strain. Additionally, I have a proven record of good attendance, punctuality, and ability to work overtime when needed.

I firmly believe that I will be able to learn a lot from a company like yours, which strives to reach excellency in every way. It is admirable that you set high industry standards for service and employee care. In this regard, I am very excited for the opportunity to discuss my candidacy further in person. I thank you for your time and consideration.

Sincerely,
Antwone Burlington