

135 Oak Street  
Riverton, NJ 07777

July 1, 202X

Mr. William O'Hara  
Personnel Director  
Expedited Distribution Services  
5678 Industrial Parkway  
Trentonville, NJ 08888

Dear Mr. O'Hara,

I am applying for the position of Warehouse Associate posted on your website. From what I've learned by researching your organization, it sounds like your fast-paced environment and emphasis on teamwork is an ideal place for me to apply the skills I've acquired in a variety of previous jobs.

The following list outlines how my experience aligns with the requirements of the Warehouse Associate position.

<u>Your Key Requirements</u>	<u>My Experience</u>
Follow safety standard operating procedures	Three years of successful accident- and injury-free performance in hazardous workplaces
Retrieve, pack, and secure items for shipment	Boxed a variety of materials and loaded and unloaded trucks, permitting fast and damage-free shipment of a wide variety of products and equipment
Utilize teamwork, problem-solving and organization skills	Worked effectively with diverse groups of coworkers in a variety of workplaces, and accomplished all assigned tasks despite challenging and constantly changing conditions

I look forward to meeting with you to learn more about the position and to discuss how my experience can contribute to the success of Expedited Distribution Services.

Sincerely,

Alex Cook  
(609) 555-5555  
mnacook751@gmail.com