

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Your Name

Address

City, State Postal Code

Phone Number

Date

Dear PERSON_NAME,

I am writing to express my interest in the warehouse Fulfillment Center Associate position at the XYZ Warehouse Company. Looking through the position, it looks like an exciting opportunity to take advantage of my organizational capabilities and my willingness to work hard.

I spoke to Jane Smith and she directed me to you for the position. She was telling me how much she likes working for XYZ Warehouse Company and the great people there. It sounds like a great company and an even better work environment.

In my current position at Acme Logistics, I routine have to take and fulfill orders. This requires me to stay organized and find the best way to pack various products of different sizes. I've learned how to carefully and efficiently pack items without using more materials than I need and I haven't had a customer complain in over 10 months. In my current role, I've really learned the importance of that because I work with customers directly and I get to hear from them how important our care is. It's given me a real passion for serving them and ensuring that they are happy.

I would love to discuss how I can contribute to your team. I love my current job but I am looking for a larger company with more opportunities for advancement. I think your company can offer me that. I'd love to talk more about the work I can do for your team. You can reach me at 222-867-5309.

Sincerely,

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