**carrie grove**

WARRENSVILLE HEIGHTS, OH 44128

 555-555-5555 | example@example.com

Dec. 2, 2022

Kathy Galusha, Recruiting Manager

Rolfson Oil

4318 Thomas St.

Schaumburg, IL 60173

555-555-5555

example@example.com

Dear Ms. Galusha,

After fulfilling my service with the U.S. Army working first-hand with shipments, equipment handling, and team training and delegation, I discovered that I make an excellent fit for your warehouse manager position.

I bring extensive experience overseeing receival, warehousing, distribution and maintenance of daily operations. To execute my duties, I communicated with vendors and suppliers to stay up to date with shipment statuses and physical inventory, a skill I know is crucial for succeeding as a warehouse manager.

My history in investigating and implementing strategies to preplan loads and routes, vehicle utilization and labor productivity make me confident in the quality of service I can provide for Rolfson Oil.

I will follow up within the next few days to discuss how I can make a positive contribution to your organization. Thank you for your time and consideration.

Best regards,

Carrie Grove