

**John Smith**

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585.123.4567

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Ms. Sylvia Green  
Human Resources  
Master Shipping, Inc.  
234 Main Street  
Miami, Florida 11111

Dear Ms. Green,

I am delighted to submit my application for the position of Warehouse Supervisor. I believe my excellent qualifications and experience will make me an outstanding asset to Master Shipping, Inc.

My ten plus years of experience have taught me that team work, strict adherence to safety standards and continuous improvement increase effectiveness and, ultimately, the company's bottom line. As a Warehouse Associate for Shipping Systems, Inc., improvements I suggested cut down congestion, accidents and delays, resulting in genuine savings for the company.

In addition, my manager, Steve Wilson, thought so highly of my performance that he asked me to take over some supervisory duties. Because I knew my co-workers well, I was able to give them the kinds of tasks that rewarded good work and made them understand how much the company appreciated their work.

I know that I would be a great addition to your management team. I would appreciate the opportunity to speak with you directly about my warehousing experience.

Respectfully,

John Smith