Name

Email

Phone Number

Date

Company Name

Company Address

To whom it may concern/Dear [person],

I am delighted to submit my application for the position of Warehouse Supervisor. After finding this position through Indeed.com I realized that my excellent qualifications and experience will make me an outstanding asset to Master Shipping, Inc. [this should be a brief introductory paragraph where you put what position you’re applying for, how you found the position, and a remark explaining that you feel you are a qualified candidate]

My ten plus years of experience have taught me that teamwork, 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 this paragraph, you are discussing specific, relevant experience that qualifies you for your position, refer to your resume and build upon that information]

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 them. [use this paragraph to share a brief story or anecdote that also reflects on your experience, alternatively you can discuss your qualifications outside your work history such as volunteer history, education, skills, languages you are fluent in, etc.]

I know that I would be a great addition to your management team, and I look forward to hearing more from you about a possible interview at (000)000-0000 or email@email.com. Thank you for your time and consideration. [this is a short, concluding paragraph where you want to reaffirm your confidence in your experience and qualifications, do not forget to thank them for reviewing your application!]

Respectfully,

Your name here