

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

In response to your job posting in the E-Magazine, I am writing to reflect my enthusiasm for the Dock Worker position. I think that my education and training, along with my expertise as a Dock Worker, make me the best candidate for this job.

I've worked as a Dock Worker in the New York Harbour for the last six years.  I was responsible for loading and unloading freight on luggage carrousel and then into warehouses from cruisers, tippers, and subway cars. In order to verify that all of the goods were safely stowed and compensated properly, I constantly teamed up with several other dock personnel. After just two years of service, I was elevated to Chief Dock Worker owing to my tendency to get along with co-workers and my detail-oriented approach.

My expertise has trained me on how to operate with a high degree of protection while working swiftly and productively. I can promptly scan charts and maps to determine the optimum path for moving consignment. In order to ensure that each individual is performing successfully and securely, I can also converse with fellow employees.

Here are some of my professional highlights:

* I have the skills necessary to load and unload freight, control forklifts and other equipment, and keep the workplace tidy and safe.
* Additionally, I am knowledgeable about the pertinent safety guidelines and rules.
* I put forth a lot of effort and am willing to go above and beyond.
* I can operate both individually and in a collaborative setting, and I pay close focus to minutiae.
* Along with being dependable and ethical, I consistently meet or surpass commitments.
* I also take initiative in seeing prospective issues and coming up with troubleshooting steps.

I'd want the chance to speak with you face-to-face so that we can go over my credentials in more depth. Please contact me as soon as possible. Thank you for allowing me to express my interest in the position of Dock Worker through this letter. Do take a moment to look through my credentials and resume in the attachment. I would be ecstatic to have the opportunity to talk with you about my candidature.

I appreciate your thoughts and time.

Sincerely,

[Your Name]

**Robert Smith**

**Dock Worker**