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| **Robert smith**  **Material Handler** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

I am writing to apply for the position of Material Handler with your company. I have six years of experience in a manufacturing environment and am well-versed in all aspects of material handling and inventory management.

As a Material Handler with [Company Name], I was responsible for maintaining an accurate inventory system and ensuring that proper records were kept on a daily basis. I used my strong leadership skills to manage three new employees and their training, as well as my own production team of 20 workers.

I am familiar with all safety codes and regulations concerning warehouse operations due to my previous work experience. This includes handling chemicals, handling fragile items, proper footwear and following OSHA regulations. I can operate forklifts, pallet jacks and hand trucks safely and effectively. I have a clean driving record and am familiar with local roadways for pickups and deliveries. In my current role, my key achievements include:

* Achieved 7% increase in delivery efficiency by creating a new process to improve pick-up workflow.
* Provided 2% cost savings to the supply chain by making recommendations to improve inventory accuracy and management.

My exceptional team building skills allow me to be an asset in any type of situation that may happen within the warehouse environment. My strong work ethic allows me to complete any task that is handed down from management in an efficient manner.

Please contact me at (555)-555-5555 or send an email to [email] so that we can set up a time where I can meet with you.

Sincerely,

[Your Name]