

# Distribution Clerk Cover Letter

8617 Ferdinand ShorePort Karol, OH 82067

**Dear Sutton Casper,**

In response to your job posting for distribution clerk, I am including this letter and my resume for your review.

In the previous role, I was responsible for assistance and guidance to employees across the corporation in the proper use of applications.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Personal / Customer interaction
- MS EXCEL and MS WORD experience preferred
- May lift up to 50 lbs unassisted
- Accurate listening skills
- Read, interpret and speak English
- Effective communication and interpersonal relations
- Hold a Current Temple Recommend
- Able to work independently and under pressure, complete tasks accurately and timely

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Sawyer Rosenbaum