

Distribution Specialist Cover Letter

796 Robel Bypass Delphatown, NJ 56774-8580

Dear Justice Waelchi,

I would like to submit my application for the distribution specialist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support for various types of IT equipment, software, and peripheral equipment such as CPU's, monitors, keyboards, mice, laptop/notebook computers, cell and "smart phones" and related equipment.

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:

- Works various shifts and overtime as needed, especially at the end of the quarter
- Stands for long periods of time and frequently lifts 50-75 pounds while performing routine job functions
- Knowledge of truck lines, shipping terminology, regulations and dispatching
- Previous experience in inventory control, hazmat, and export shipping is preferred
- Demonstrable understanding of key GMP / GDP concepts, preferably as related to investigational product distribution activities
- Strong IT skill base, preferably with an operational knowledge of SAP and proficient in data handling and analysis
- Awareness of clinical supply processes with regards to project management, documentation generation, general study information tracking and IRT/IVRS would be an asset
- Experience working with third-party service providers, outsourcing & distribution planning

I really appreciate you taking the time to review my application for the position of distribution specialist.

