

Mail Services Cover Letter

35809 Madalene Squares
Rennerside, TN 97750-2269

Dear Phoenix Torp,

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

Previously, I was responsible for dependable and accurate Mail Pickup and Delivery, which includes USPS (Priority, BRM, Certified) and internal company mail.

My experience is an excellent fit for the list of requirements in this job:

- Completion of High School or equivalent knowledge and skills acquired through related work experience
- Valid "G" drivers license and good driving record
- Experience in mail services and in a fast paced environment an asset
- Imagination, creativity
- Process proficient
- Experience with Lean, Six-Sigma, ISO 9000 or equivalent process improvement initiatives (preferred)
- Microsoft Office Suite, Blackboard Reporting, SQL, in addition to other software packages and computer skills as needed
- Project management experience, Prince 2 certified

Thank you for your time and consideration.

Sincerely,

Azariah Buckridge