

Shipping Supervisor Cover Letter

184 Flatley CovesPort Lala, PA 55358

Dear Briar Leffler,

I am excited to be applying for the position of shipping supervisor. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support to the Finishing and Shipping Superintendent in the planning, coordination, and execution on maintenance and reliability improvement efforts in the Finishing and Shipping area.

Please consider my qualifications and experience:

- Extensive knowledge of shipping department processes with focus on international shipping and commercial invoices
- Familiarity with freight (international air and domestic road freight)
- Proficient in Electronic Export Information (EEI) and filing to Automated Export System (AES)
- Expert knowledgeable in Oracle ERP
- Proficient with PC based spreadsheets
- Someone with leadership potential
- College graduate or equivalent shipping experience
- Microsoft Office Suite experience (Word, Powepoint, Excel)

Thank you for considering me to become a member of your team.

Sincerely,

Finley Gottlieb