

Supervisor, Distribution Cover Letter

20227 Neta Gardens South Robertamouth, SD 41799

Dear River Borer,

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

In the previous role, I was responsible for support to staff using radio-paging systems by troubleshooting problems and maintaining radio frequency equipment, thermal transfer printers, HP LaserJet printers, and other equipment utilized for production within the Distribution Center.

Please consider my experience and qualifications for this position:

- Self-starter, self-motivated, independent, well-organized, attention to detail
- Analyze distribution schedules and estimate hours and other requirements for completion of job assignment in a timely manner
- Enforce company and departmental policies and safety regulations for assigned workers
- Be able to perform all activities of personnel supervised
- Participate in departmental and interdepartmental projects
- To perform this job successfully, an individual should have working knowledge of Microsoft Excel, MS Word, and SAP/E1 software
- Is consistent, dependable and accurate in carrying out responsibilities
- Technically competent and knowledgeable in area of specialty

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

Sincerely,

Onyx Hills