Shipping and Receiving Clerk Cover Letter

shipping.receiving@gmail.com | 123 Your Address, Houston, TX 77001 | (000)-000-0000

March 22, 2018

Hiring Manager’s Name

Company Address

Company Phone Number

hiring.manager@gmail.com

Dear (Manager’s Name)

My name is (YOUR NAME) and I want to express interest in the job opening for shipping and receiving clerks at (COMPANY NAME). In my current position, I supervise all shipping and receiving operations for RM Global based in Houston, TX. Although I am in a management position now, working for your company has been a long aspiration of mine. (COMPANY NAME) is known for being efficient in shipping its products in an exceptionally timely manner, and I would love to contribute to the team responsible for its great reputation.

During my time at RM Global, Strickland Propane, and Smith Exhibits, I have had opportunities to develop my career further in shipping and receiving. I hold a Forklift License and recently received an IWLA Warehouse Professional License. I am also certified to ship dangerous goods by IATA and DOT regulations. Examples of my work accomplishments at RM Global include the following:

* Implemented a new shipping receipt system which decreases receipt preparation time from 5 minutes to 1 minute
* Trained and mentored new employees, leading a team of 10 to increase shipments by 20% and setting new production KPI records in the warehouse
* Received Employee of the Month in January 2016 and September 2016

(COMPANY NAME) is one of the world’s most influential technology companies, and as a user of your products, it would be a great experience to work here. In addition, I admire (COMPANY NAME)’s dedication to using 100% renewable clean energy in its centers and products. These kinds of environmental initiatives are another main reason why I became interested in your company.

I am thrilled at the thought of working at (COMPANY NAME) and I am excited to discuss the job details further. Please contact me at (PHONE) or via email at (EMAIL) if you need any other information regarding my application.

I have also attached the contact information of two references that you requested. Thank you for your time and consideration; I look forward to hearing back from you.

Sincerely,

(YOUR NAME)