**Not sure how to start? Click the link to** [**have your cover letter written today by a certified writer**](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**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](mailto: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)

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)