

James Robinson

Warehouse Worker
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Celia Alvarez
Senior Hiring Manager
Amazon
(987) 654-3210
calvarez@amazon.com

Dear Ms. Alvarez:

As you can see from my attached resume, I have a proven track record of exceeding productivity targets and reducing equipment defects by 15% through rigorous preventative maintenance efforts. My comprehensive knowledge of warehouse operations will allow me to achieve similar results as a warehouse associate at Amazon.

With over three years of experience in high-volume warehouses, I would relish the opportunity to work for one of the most prominent global retailers. I understand you're looking for a candidate with a strong commitment to safety compliance. My recent achievements demonstrate how my qualifications and career achievements align with your organizational needs:

- Conducted quality inspections on products and merchandise, operated forklifts and freight handling equipment, and utilized inventory management software to maintain accuracy
- Delivered training to 10 new hires on OSHA safety regulations and equipment usage and ensured compliance with personal protective equipment (PPE) protocols during loading and unloading of freight
- Supported the implementation of preventative maintenance procedures to reduce equipment malfunctions and defects by 15%

I'd like to set up an interview to discuss how my experience in OSHA safety and warehouse operations can enhance productivity across your team. Please feel free to contact me with a time that works best for your schedule. Thank you for your time and consideration.

Best regards,

(Insert Signature Here)

JAMES ROBINSON