

# Robert Ortiz

example@myemail.com | (098) 765-4321  
456 My Street, San Diego, CA 76543

**Tyrone Jackson**  
**Millcraft**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Mr. Jackson:

In 2023, I was singled out as Employee of the Year for successfully reducing work-related accidents by over 50% by establishing a strong safety culture and implementing new training protocols. My commitment to quality assurance and workplace safety will allow me to excel as a warehouse associate with your organization.

With more than seven years of warehouse experience, I would love the opportunity to work for an industry leader like Millcraft. Your company's recent efforts to provide PPE equipment to hospitals strongly align with my professional background. I can help further your company's initiatives based on my previous career achievements:

- Led initiatives to improve compliance with OSHA regulations by establishing a rigorous safety culture and delivering new training programs, which reduced work-related accidents by 50%
- Spearheaded a project to improve space usage throughout the warehouse, which increased available storage by 34% in three months
- Performed preventative maintenance on forklifts and reach trucks to reduce avoidable malfunctions by 65% over four years

I hope to speak with you further about how my commitment to workplace safety and preventative maintenance can benefit your company. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Robert Ortiz