

Melissa Anderson

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

Owen Sanders
FedEx Ground
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Sanders:

Last year, I designed and implemented team training sessions that improved quality metrics for shipping operations by up to 32% over four months. This program helped my colleagues to develop the organizational and collaborative skills required to work quickly and accurately. I hope to demonstrate the same leadership capabilities as the senior warehouse associate at FedEx Ground.

FedEx Ground's reputation for incredible operational efficiency and customer service is what draws me to apply for this position. Throughout my career, I've continually found new ways to enhance team performance and drive operational excellence. I can achieve similar results for your company based on my professional achievements:

- Designed and implemented a new training program to enhance team collaboration, resolve process gaps, and enhance throughput for shipping operations by 32%
- Collaborated with other senior associates to educate colleagues on health and safety protocols, resulting in zero workplace injuries in 2023
- Served as the point of escalation for complex mechanical lift malfunctions and improved resolution times by 20%

I look forward to speaking with you more about how my leadership capabilities can help drive operational excellence at FedEx Ground. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Melissa Anderson