

Jodie Ramsay

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543,

Ms. Meiling Li
ProLogistix
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Li:

I'm a forklift operator with two years of experience moving heavy loads and packaging shipments in a large warehouse environment. I hope to apply my skill set in your advertised Forklift Operator role.

Throughout my career, I've shown high competence in driving and maintaining multiple forklift types, including stand-up and sit-down vehicles. My work highlights and credentials also include the following:

- Strong "safety-first" mindset; excellent knowledge of safe lifting techniques and work practices in sub-zero environments (injury-free throughout employment)
- Team player willing to work long shifts to support company goals without compromising output quality
- Experience using RF handheld scanners and WMS systems
- Adept at troubleshooting and solving common machinery problems

This is just a sample of the skills I offer. The enclosed resume contains a complete overview of my experience.

I look forward to telling you more about how I can help your organization, and I am available to talk at your convenience. Thank you for your time and consideration.

Sincerely,
Jodie Ramsay