

Allison Rosenberg

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Ms. Rachel Johnson

Sally's Floral Delights

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Johnson:

Currently, I'm ranked #3 on a 12-person team for overall efficiency in delivering floral arrangement orders to customers. I hope to bring that same dedication to your company.

Your job ad jumped out at me, particularly the call for a delivery specialist "committed to delivering floral orders according to exact client expectations in a timely, professional manner." This has been the focus of my four years of delivery experience.

My work highlights and credentials also include the following:

- Combining a natural sense of direction with expert knowledge of local routes and corporate customers
- Keen eye for quality, closely inspecting arrangements for damage and reporting any issues to the florist
- Recently honored for perfect attendance over four years of service
- Safety-focused with a clean driving record
- Strong customer relations background, with three years in the retail and service industries

The enclosed resume contains a complete overview of my experience.

I'd love to learn more about your company and how I can advance your goals. May I please speak with you about the Delivery Specialist opening further? If so, please call or email me to schedule an interview. I appreciate your time and look forward to possibly hearing from you soon.

Sincerely,

Allison Rosenberg