January 20th, 2023

Sally Jones, Operations Manager

XYZ Company

Dear Sally Jones,

I’m writing to you to apply for the Warehouse Manager vacancy at XYZ Company. I saw this job opening on your website and I knew I had to apply as I’m very passionate about making an impact on the warehouse and distribution industry in Canada.

While working as a Junior Warehouse Manager at ABC Brands in Vancouver, I learned valuable skills like task delegation, implementing health and safety regulations, and schedule planning. During my time in that role, my team was able to reduce workplace accidents by 20%. This was possible due to my focus on teamwork and attention to detail. I went a step further and became a qualified Health and Safety officer before leaving the company last month. I’m very interested in the Warehouse Manager role at XYZ Company, and I believe my skills and experience would be a great addition to your company!

Thank you for considering me for this position, I appreciate your time and consideration. If you need any more information, please don’t hesitate to get in touch.

Sincerely,

John Adams

Source: Adecco Greece