



## Manager

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Contact Person

Company Name

Address

City, State, Zip Code

Dear Contact Person:

Dear Mr.\*\*

I was intrigued when I found your warehouse manager job posting, as I know I could positively contribute to your operation. Since earning my promotion to warehouse manager for XYZ Company's 35,000-square-foot distribution center three years ago, I have received consistent commendations for achieving gains in productivity, safety and efficiency -- accomplished during a time of significant budget cuts.

Your warehouse operation would benefit from my proven success in:

- **Launching 5S and other lean-manufacturing programs** to elevate the efficiency and effectiveness of the distribution center.
- **Overseeing inventory management**, stock controls, pick/pack operations, and order processing for high-volume shipping and receiving operations.
- **Supervising and scheduling unionized workforces** of up to 20 employees per shift within a 24x7 environment.
- **Upgrading SAP warehouse management systems** to improve inventory management and distribution accuracy.
- **Developing and leading training programs** to improve employee productivity, job satisfaction and workplace morale.
- **Accelerating order fulfillment** to achieve a 28% reduction in order-processing time, which helped retain and grow business from key accounts.

I recently learned that my employer plans to close the Indianapolis distribution center later this year. It offered me a warehouse manager position at its Minneapolis site, but family responsibilities prevent me from relocating at this time.

If you agree that my qualifications perfectly match your requirements, please call me at (555) 555-5555 to

arrange an interview. Thank you for considering my credentials, and I look forward to learning more about this exciting opportunity.

Sincerely,

Name

Enclosure: Resume