

Jodie Ramsay

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Ms. Meiling Li

Hiring Manager
ProLogistix
(123) 456-7890
email@example.com

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 radio frequency (RF) handheld scanners and warehouse management systems (WMS)
- 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,

(Insert Signature Here)

Jodie Ramsay