

# NIALL PARKS

Warehouse Associate  
579 First Boulevard, Fort Wayne, IN 35791  
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(234) 567-8901

AUGUST 12, 2021

## TAMARA SANDERS

Senior Hiring Manager  
Millcraft  
(000) 111-2222  
t.sanders@youremail.com

Dear Ms. Sanders,

Last year, I was singled out as Employee of the Year for my commitment and strong work ethic. The management team mentioned my outstanding efficiency and collaborative spirit when awarding me this honor. I am excited to demonstrate the same high skill level as a warehouse associate at Millcraft.

As a talented professional with more than seven years of warehouse experience, I would relish the opportunity to work for an industry leader like Millcraft. Your company's recent effort towards providing PPE equipment to hospitals is inspiring to me, and I would like to use my skills to help further this initiative.

The following achievements demonstrate that I have the abilities and experience to become an asset to Millcraft:

- Spearheading a project to improve space usage, increasing available storage by 34% in three months
- Successfully resolving 100% of order errors within 12 hours in 2020
- Carefully maintaining forklifts and reach trucks to reduce avoidable malfunctions by 65% over four years

I would like to meet with you to discuss how I can help Millcraft achieve further success in 2021. Please feel free to get in touch to schedule an interview.

Sincerely,

(Insert Signature Here)

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P.S. I would like to tell you why I was selected for promotion in March 2019.