

Indiana Richardson

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August 13, 2021

Ricky Stark

Senior Hiring Manager
FedEx Ground
(112) 233-4455
r.stark@youremail.com

Dear Mr. Stark,

Last year, I designed and implemented team training sessions that directly led to a productivity increase of 32% over four months. The program helped my colleagues to develop the organizational and collaborative skills required to work quickly and accurately. I hope to demonstrate the same inspiring leadership skills as a senior warehouse associate at FedEx Ground.

FedEx Ground's reputation for incredible operational efficiency and customer service is appealing to me, and I would relish the chance to help your company further its aims in 2021. My recent accomplishments show that I have the multi-tasking and interpersonal skills to excel in your organization. These include:

- Working collaboratively with other senior associates to educate colleagues on health and safety protocols, resulting in zero workplace injuries over two years
- Achieving a paperwork and documentation accuracy rating of 99.9%+ during my recent performance appraisal
- Acting as a point of escalation for complex mechanical lift malfunctions, resolving 98% of issues within 2 hours

I would like to meet to explore how my 14 years of experience and extensive skills can make me an asset to the FedEx Ground team. Please get in contact to arrange a suitable date.

Sincerely,

(Insert Signature Here)

Indiana Richardson

P.S. I would like to explain why I was voted Employee of the Month by my peers in January.