

# BRIAN ELDRIDGE

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## SUN COMMODITIES

sunco@company.com  
79 Carpenter Street  
Philadelphia, PA 12345

Dear Sun Commodities Hiring Manager:

I have 10+ years of experience and detailed knowledge of stand-up and telescopic handler forklift use and maintenance. I hope to apply my skill set in your advertised Forklift Operator role.

Throughout my career to date, I've gained extensive experience working in busy industrial warehouses and sub-zero conditions. My work highlights and credentials include the following:

- Perfect safety record using forklift machinery to load and unload pallets from trailers
- Versatile professional praised for working equally well independently and on a team
- Strong work ethic and ability to perform heavy manual labor tasks while adhering to safe lifting protocols
- Maintain a clean and clear work area, proactively reporting any hazards to the management team
- Well-versed in daily forklift inspection, maintenance, and troubleshooting

This is just a sample of the skills I offer. The enclosed resume contains a full overview of my experience. I look forward to hearing from you and learning more about this job opportunity soon.

Sincerely,

(Insert Signature Here)

**BRIAN ELDRIDGE**