**Leroy Williams**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mr. Donald Brown

XYZ Warehouse

Street Address, City, State, Zip

**Re: Warehouse Worker**

Dear Mr. Brown,

My superintendent’s wife works for your warehouse as a bookkeeper and she told me you’re looking for a warehouse worker. I’ve been working 11 years in a warehouse and I do a good job. Here’s a list of the kind of things that I do:

* Accept goods that come in and unload the trucks
* Find place where to put the stuff in the warehouse
* Load it on the forklift and take it to where it’s supposed to go
* Unload it
* Write in the computer what came in and where I put it
* Make sure that nothing gets ruined or stolen
* Make sure that whatever was written on the bill of lading was what was really received
* Write out receipts

Whatever else you want me to do, teach me how to do it and I’ll do it right.

Let me know when we can meet.

Sincerely,

Leroy Williams