March 16, 2020

FedEx Ground

10999 Air Park Drive

Ashland, Virginia 23005

Dear Human Resources,

This letter is in response to your advertisement for an Operations Manager, that appeared on the job bulletin. My skills and experience make me an ideal candidate for this position. I am enclosing my resume for your review.

I am pursing an Associate of Applied Science degree in Human Resources at Bryant & Stratton College in Richmond with an intended graduation in December 2020. Prior to my graduation in December, I will complete a 160-hour internship as a part of my degree. My experience in distribution operations and customer service combined with coursework specific in human resources has inspired me to explore my career options. I know the combination of my experience, education, and motivation to excel will make me an asset to your management team.

I welcome the opportunity to set up an interview to further discuss my qualifications with you at your earliest convenience. Thank you in advance for your consideration.

Sincerely,

Yolanda M. Bowman

**Profile**

I am a Human Resources student seeking to obtain a leadership/ management role with your company. In which I can apply the knowledge and skills learned to collaborate with office coordination.

**Summary of Qualifications**

* Knowledge of Microsoft Word, PowerPoint, Excel. Assess
* Over 5 years of experience working in diverse customer service environments
* Providing leadership and training to approximately 30 staff members

**Education**

Associate of Applied Science in Human Resources

Bryant & Stratton College, North Chesterfield, Virginia

Graduation Date: December 2020 GPA:

Related Coursework.

* Information Technology
* Sociology
* Business Principles
* Economics
* Research and Writing
* Human Resources Intro

**Employment History**

Package Handler, FedEx Ashland, VA June 6, 2017-Pressent

* Move materials to and from production areas
* Attach identifying tags to containers or mark them with identifying information.
* Stack cargo in locations

Mail Handler, USP Service Sandston, VA February 1999- Aug 2016

* Sorted incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.
* Attached identifying tags to containers or mark them with identifying information.
* Moved freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, ships, or containers, by hand or using trucks, tractors, or other equipment.
* Stacked cargo in locations, such as transit sheds or in holds of ships as directed, using pallets