June 22, 2020

FedEx Ground

13301 Grover Road

Chester, Virginia 23831

Dear Robert Harper,

I have been with the company for more than two years and have taken a fond interest in operations and the Human Resources department. I am currently a college student for a Human Resources Specialist, and I believe I will be an ideal candidate for the company's seasonal/ internship positions. My experience within parcels, operations, and customer service combined with coursework specific in human resources have inspired me to explore the outstanding lessons that we provide for the organization.

I am pursuing an Associate of Applied Science degree in Human Resources at Bryant & Stratton College in Richmond, with my intended graduation in December 2020. Before my graduation in December, I would have to complete a 160-hour internship as a part of my degree program. With my background in operations and coursework specific to Human resources, I believe the change will advance my skills and business knowledge of the corporation. Your company has an excellent reputation for customer satisfaction, and I would contribute to that with assistance. If I were to join the faculty, I would conform by critical thinking, adaptability, and motivating work ethics for a supportive business culture environment. My enclosed resume provides additional details about my education, skills, and work experience.

I welcome the opportunity to meet and interview to further discuss my qualifications with the company at your convenience. Thank you in advance for your consideration and time. I look forward to speaking with you soon. I have enclosed my resume for your review.

Sincerely,

Yolanda M. Bowman

**Profile**

Forward-thinking individual with refined interpersonal and multitasking skills. Seeking an entry-level human resource specialist position in a progressive organization as a human resource specialist to provide high end administrative support in the human resources department. Bringing outstanding knowledge of organizational procedures and ability to improve employee performance.

**Summary of Qualifications**

* Knowledge of Microsoft Office
* 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
* Psychology

**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 specified 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

**References**

Robert Harper

Operations Manager

FedEx Corporation

13301 Grover Road

Chester, Virginia 23831

1-504-421-5858

2190132@fedex.com

I have Mr. Harper for two years.

Heather Taylor

Administrative Assistant

FedEx Corporation

13301 Grover Road

Chester, Virginia 23831

Heather.taylor@fedex.com

1-804-752-5020

I have known Ms. Taylor about a year and a half and she has interviewed me for a position before.

Annie B. Dawkins

Mother

3641#4 Miller’s Glen Lane

Henrico, Virginia 23231

1-804-325-0442

Valrita56@gmail.com

Ms. Dawkins has known me for all of my life.