

Robert Smith

Delivery Assistant



[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am elated to state that I would like to work in a company like (Company Name) and help the department in managing, coordinating, and operating their delivery process. I am of the strong opinion that I am highly qualified for the Delivery Assistant role, as my strong commitment to customer service, and my track record of efficiency, and dependability are proof for the same.

I have developed all the needed skills by working with (old company name) as their delivery executive for the past 8 years, and I have always ensured accuracy and punctuality on timely delivery, giving me positive feedback from the customers.

Some of my work achievements include –

- My strong interpersonal skills allowed me to coordinate with drivers and allow efficient delivery using the shortest and most efficient delivery route.
- Physical stamina to load and unload heavy goods.
- Record management skills allowed me to ensure all documents and records are well-maintained and accurate.
- Superior communication skills that allowed me to interact with customers and help in responding to their issues or queries.
- The ability to keep the delivery vehicle neat and clean, and in working condition by conducting regular maintenance and repair service.

With all these skills and more, I would like to work in a demanding and challenging situation like ()and showcase my dedication to adhering to safety protocols. I am well-educated about the impression needed from clients to keep the operations going high, and I am prepared to get that favorable response.

If given a chance, I would be committed to working through a self-learning process and improving the efficiency that can be provided to our customers. I will also stay abreast of the constant changes that happen in the industry, and use it in real-time.

I strongly understand that my qualifications align with the job description, and would be invited for an interview at the earliest possible time. Please find my enclosed resume to learn more about my candidature.

Thank you for your time and consideration!

Sincerely,
[Your Name]

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Jin-Ying Zhang



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something was wrong with it after all Acknowledging the possibility of a problem he went in search of a solution And that was when he found the resources contained in this book He realized that there were more profound guidelines and strategies for crafting an excellent resume that gets results And in no time he knew exactly what he was doing wrong He followed the guidelines and changed things for the better to create a resume that looks crisp and professional And the result In just one week of s ending out the new and improved resume he got three calls to attend interviews Full disclosure Mike is no longer in the job market You can get the same results that Mike got All you have to do is to learn and implement the practical guidelines that will help you write a resume that actually results in an interview MASTER THE ART OF RESUME AND COVER LETTER WRITING gives you exactly that with zero fluff information Whether you are a new college grad or a seasoned professional you get exactly what you need to write the perfect resume The book provides you with concise resume and cover letter writing guidelines grounded in recruiters insights Writing an impactful resume can make the difference between landing an average job and an ideal one MASTER THE ART OF RESUME AND COVER LETTER WRITING will equip you with the knowledge and skills you need to achieve the former In this book you get Clear cut directions for writing a winning cover letter How to write a GREAT resume from scratch without resorting to overused templates Clear and simple guidelines that will guarantee an improved resume A handy reference to quickly answer questions when writing a resume Effective strategies for formatting your resume Guaranteed principles for passing the Applicant Tracking System ATS And so much more Learn the perfect way to STAND OUT and GET NOTICED by those offering the job you want Scroll up and click BUY NOW to get started on an inordinately rewarding journey

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