

135 Oak Street
Riverton, NJ 07777

July 1, 202X

Mr. William O'Hara
Personnel Director
Expedited Distribution Services
5678 Industrial Parkway
Trentonville, NJ 08888

Dear Mr. O'Hara,

While exploring the Expedited Distribution Services website, I was impressed by your organization's belief that talented people are the cornerstone of your success. Ten years of supervisory experience in a variety of companies has led me to the same conclusion: that the right people with the relevant skills and the proper support can accomplish almost any task they are given.

Mr. Richard Lewis, a supervisor in your shipping department, and I have been discussing some of the growth opportunities Expedited is pursuing. I'm confident that my ability to supervise, support, train, mentor, counsel, discipline, and guide associates in any of your operating departments can help you successfully achieve your goals.

I have attached my resume to this email; it describes in more detail some of the capabilities and experiences that I can draw upon when I join the Expedited team.

I'm available to meet with you and other members of the Expedited leadership team to explore ways that I might be able to contribute to Expedited's quest to become the nation's leading logistics firm. I will follow up by phone next week to see if we can arrange to meet in the near future.

Sincerely,

Alex Cook
(609) 555-5555
mnacook751@gmail.com