

## CLIENT NAME

101 Main Street \* Buford, Georgia 30518 \* (555) 123-4567 \* sampleclient@gmail.com

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Dear Hiring Executive,

I would like to contribute to your organization in a **Operations Manager** capacity utilizing 6 years of professional experience in the transportation industry. Throughout my career, I have earned a reputation for the ability to build and lead cohesive, high-performance teams. As you will note in the attached resume, I have successfully created and executed plans that improve core business profitability, responsibly managing budgets and exceeding organizational goals. Selected Career Achievements include:

**Introducing** a creative management system for local drivers that significantly streamlined operations, increasing manager productivity by 10% by reducing the employee workload.

**Generating** approximately \$300 million in the Southeastern region during the second quarter of 2018, composing approximately one third of Intermodal's total revenue during this period.

**Coordinating** weekly shipments of 2,300 orders to minimize budget expenditures and adhere to customer deadlines. Exceeding customer service levels of 98.6% to 98.9% expected service rate.

**Supervising** 50-member driver teams on the shipment and delivery of orders to independent/private clients. Leading meetings to communicate updates on a wide range of safety and company procedures.

**Earning** 'Atlanta Intermodal Fleet Manager of the Year Award' in 2015 out of 40 candidates for reducing employee turnover, maximizing productivity, and exemplary customer service satisfaction scores.

I am experienced in identifying, troubleshooting and resolving diverse logistics concerns, providing customized solutions to specific corporate objectives, and delivering individualized service to build a loyal client base in a highly competitive marketplace. I know that my track record of dramatically improving revenues, reducing costs, negotiating new contracts, and building new businesses and departments, will allow me to make immediate contributions to your company.

At your convenience, I would appreciate the opportunity to meet with you to further discuss your growth objectives and my abilities to help you achieve them. Thank you for your time and consideration of my application. I will be calling you next week to arrange a convenient time for an interview.

Sincerely,

*Client Name*

Attachment: Resume