**Jenny Austin  
Distribution Clerk**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

horizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Distribution Clerk position at [Company Name]. With my experience in warehouse logistics, inventory management, and customer service, I am confident that I can be a valuable asset to your team.

During my previous role, I was responsible for managing warehouse operations, inventory control, shipping and receiving, and verifying quality control. I have a proven track record of completing projects on time and implementing efficient processes. I have also developed strong relationships with vendors to ensure timely product delivery.

In addition, I possess excellent communication skills and have demonstrated the ability to coordinate multiple tasks and prioritize effectively. I am highly organized and adept at problem solving. I also have a thorough knowledge of product codes and shipping regulations. I am confident that my knowledge and experience in distribution can benefit your company and contribute to your success.

I look forward to speaking with you further about this opportunity and how I can contribute to the [Company Name] team. Thank you for your time and consideration.

Sincerely,

**Your Name**

horizontal line