

Seymore Dollars

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Joseph McKenzie
Hiring Manager
Expeditors International
1015 Third Ave., 12th Floor
Seattle, WA 98104

Dear Mr. McKenzie:

I am writing to express interest in the Operations Internship position posted through Seattle University. I am currently enrolled at Seattle University in the management program as a senior with an overall GPA of 3.69. As of spring of 2008, I will graduate with a bachelor's degree in management. I feel that I would be a great candidate for this position because of my work background and skills.

From my current and past work history, I have gained valuable experience collaborating with co-workers and providing customer service on a daily basis through my part-time job as a Starbucks barista. I am also familiar with operations in the work environment as I worked with quality controls at Genie Industries. Through my academic experience, I have worked effectively in a team setting to complete group projects and present group research. To support myself financially while attending school, I work at least 15 hours a week.

In addition to work experience, I have performed various community service projects as a result of being both an active member and a current officer of Alpha Kappa Psi. My duties as an officer include planning and organizing community service events for pledges and members.

I have researched several employers in the area and have found that the reputation and aggressive growth of Expeditors International is unmatched in the logistics industry. I know that Expeditors is committed to go beyond the expectations of its customers and provide excellent service. I believe that my skills and experience in customer service and operations would help me to be a strong asset to the company.

I would greatly appreciate the opportunity to discuss how my skills may benefit Expeditors. I can be reached at 206-555-8888. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Seymore Dollars