

Transitioning Marine Sells His Skills

Subject: Delivery facility operations; supervising skills; Navy trained

After reading your online job posting for an EXPRESS DELIVERY FACILITY OPERATIONS COORDINATOR, my qualifications would like to introduce themselves to your requirements. I will leave the U.S. Marine Corps in two months after a ten-year assignment [identify persuasive civilian matching points — such as overseeing high-volume unloading operations and redistributing urgent materials]. These duties demanded team leadership skills, strong communications ability and careful time management. My resume is just a quick click away.

I will relocate to Louisville in June. I'd appreciate a telephone or online interview before then if you'd like to have a sharper picture of how I could meet the needs of your firm. Please reach me at (826) 555-0111.