

MARY JONES

123 Any Street, Any City, State 55555

(123) 555-1234
Cellular/Messages: (123) 777-5678
e-mail: MaryJones@earthlink.net

Date

Dear Executive Recruiter,

I am in the process of seeking a customer services leadership position, where I can use my skills in:

- **Inventory Control:** Expert in the latest inventory software, including MRP.
- **Logistics:** Planning and distribution of merchandise to inventory centers.
- **Transportation:** Negotiating with shipping vendors.
- **ISO-9000 Certification:** Knowledgeable of procedures.
- **Scheduling** for multi-warehouse operations.
- **Inventory Audit** of up to 25,000 SKU.

If you are working on a client assignment for a bright, energetic and dedicated customer services professional, I would welcome your call.

Sincerely,

Mary Jones

Enclosure: resume