

JOHN H. SMITH

info@greatresumesfast.com | P. O. Box 1673 | Callahan, FL 32011 | (800) 991-5187

TRANSPORTATION | LOGISTICS | SUPPLY CHAIN | SALES MANAGEMENT

Leveraging advanced business operations and development expertise with a high-level sales management background that drives sustainable revenue and profit gains.

TEAM BUILDER - BUSINESS PARTNER

Date

Name of Hiring Manager

Title

Company

Address

City, State Zip

RE: Job Posting Name and/or Number

Dear (Hiring Manager): If there is no name, take this line out

As a Transportation, Logistics, Operations, and Marketing professional with more than 15 years of demonstrated experience, I am writing to express my interest in improving the overall operational efficiency and business strategies of {Company Name}. I have assumed increased levels of responsibility utilizing the practical application of a strong set of analytical, creative, and critical thinking skills. As my resume demonstrates, I would make a highly valuable addition to your management and operational team.

In my last position as Operations Principal for Pure Logical Services, Inc., out of Arlington, VA, I established strategies, goals, and metrics to attain company objectives and increase customer satisfaction while ensuring efficient, cost-effective, and safe operations. In doing this, I successfully built long-term partnerships with key logistics providers and created and negotiated contracts designed to meet performance expectations, improve productivity, and manage costs. Some key highlights include:

- Bottom-line accountability for all Marketing Operations using a predetermined annual budget of approximately \$10M; negotiated rates for the domestic and international air freight and brokerage division.
- Implemented Safety & Compliance program procedures that led to unprecedented insurance actuary incident profiles for this safety-sensitive environment with safety-sensitive equipment; ensured the company grounds, buildings, and employees were safe and that staff was aware of safety issues in and around the business.
- Set up the infrastructure for employees, recruitment training, and development; tactically fostered recruiting, training, and enhancement programs for drivers and operations, customer service, and warehouse personnel.
- Hired and developed drivers and warehouse, sales, and office staff; designed delivery schedules, implemented a warehouse management system, and provided staff training that resulted in a rapid learning curve and one of the most successful and celebrated projects.

I would welcome the opportunity to discuss my qualifications in person. Please contact me at your earliest convenience and allow me to discuss how I will make a difference in your organization.

Sincerely,

John H. Smith