

Dear Reader,

I am writing to express my interest in any job role that organizes and sorts different inventory or parts at your company. I am a reliable and energetic individual, capable of handling the physical demands of lifting, carrying, and stocking multiple different types of electronics or equipment. I can also handle the mental demands of effectively communicating with other people and remembering all inventory available to assist customers with their decisions. Everything seems straight forward as sorting and organization is a common weekly routine for me. I always label and document all inventory so I can easily find what I need later.

I have experience related to this role when I started my own company SpaceQuasar LLC. I had been responsible for managing my startup company for 2 years. Here is what I contributed on that is related to this job position:

- I monitor expenses, revenue, and profit of my startup company. I decide how much product inventory should be bought in parts or in bulk fully developed and how much should be listed for sale. I also tracked behavior on customer purchases, the conversion rates for different advertisements and traction.
- I am responsible for managing schedules for my employees. I choose their weekly tasks that I expect to be finished and discuss about their work at the end of the week. My employees work involves CAD, web development, Adobe Illustrator, mechanical engineering, and many other talents.
- I had a workshop that the startup company rented out. I organized and maintained parts, tools, and equipment to make sure everything was easy to find and to check if there was any malfunctions or problems that needed to be fixed.
- I address most customer questions and concerns, guiding each case to a clear, policy-compliant resolution. I would understand what inquiries they are trying to resolve and know how I would respond back to them.

I also have experience from my last employment as an Amazon warehouse associate. I was responsible for sorting, storage, and distribution of packages for the Santa Fe community. Here is what I contributed on:

- I check product inventory based on customer orders and place their order in a box or in a jiffy package.

- I scan QR codes on packages and print labels that had delivery routing codes. I would sort packages based on the routing codes.
- I have to decide how I would organize boxes to place in a shipping container or carts for space efficiency.
- I help document shipping notes and itemized inventory for storage or delivery.

I am interested in learning more about what I my job responsibilities will be and how I will contribute to your company's mission. This will enable me to set appropriate expectations for myself and determine how best to organize my efforts so I can use my time and my client's time efficiently. I look forward to continue this conversation further!

Best,

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