

# Timothy M. Veljanoski

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Dear Employment Coordinator,

Please consider my qualifications for the position with your company. I believe my education and experience make me a perfect candidate for this position. I believe you'll find me as an adaptable, reliable, and intelligent worker that would be a great asset to the company.

My experience as a Customer Service Representative with U-haul Corporation, and as the Warehouse Manager with Sanders Flooring and Design, has given me a strong background in safety protocols and a strong managerial foundation. My skills and experiences closely parallel the requirements needed for the position. You need an individual with strong leadership skills, and for the past 2 years with the U-Haul team, I have been entrusted the responsibilities normally given to an assistant manager. These include the training of new employees and the administration of the safety program of U-haul to ensure a safe work environment. You need an individual that has excellent computer skills along with good communication and problem solving skills and I am proficient in the Microsoft Office Suite, as well as a variety of other programs. Furthermore, I have obtained exceptional communication and problem solving skills through my position with U-Haul. In addition to my skills, I have an enthusiasm to learn that is beyond compare, as well as a propensity to learn new skills rather quickly.

I would welcome the opportunity to meet with you to discuss my future with your company. Enclosed is a copy of my resume which, while conveying my skills, cannot fully express who I am as a worker and why I would be the best candidate for the position. Please feel free to contact me at the phone number or email address listed above. I will be contacting you in the near future in order to further discuss this opportunity with you. Thank you for your time and consideration.

Sincerely,

Timothy Veljanoski