

May 19, 2019

Charlie's Produce  
1262 Exchange St.  
Boise, ID 83716

Dear Hiring Manager:

I would like to introduce myself and express my interest in working with you in Boise, ID.

My background in the produce warehouse operations and business in general is very strong and diverse, as I have successfully performed management levels duties in the following areas:

- Vegetable Harvesting
- Cooling Operations
- Shipping and Receiving Operations
- Produce Quality Control
- Purchasing and Sales
- Monthly Inventory audits and adjustment
- Daily and Monthly Billing
- AR reporting

I am currently employed as an Assistant Operations Manager with the Don Chapin Company and seek an opportunity to fully utilize my unique skills.

My personal strengths include being highly self-motivated with the ability to effectively communicate with diverse groups of people, exceptional product knowledge, strong team building and conflict resolution skills, effective time management and general office computer skills.

I look forward to an opportunity to discuss my knowledge, skills and abilities with you in greater detail.

Sincerely,

Don Gosting

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