

875 Clyde Morris Boulevard. Apt 160
Daytona Beach, FL 32114

January 21, 2019

Mr. Bob Grieco
Human Resources/Communication
United Parcel Service
1400 N. Hurstbourne Pkwy
Louisville, KY 40223

Dear Mr. Grieco:

It is with great interest that I forward my resume to you about the position in the Aircraft Maintenance Management training program at UPS. I have researched your company, and I believe it has achieved a very successful position, based on quality service, customer satisfaction and efficient management; all characteristics that I really admire. For this purpose, I have enclosed a current copy of my resume for your consideration.

Based on my personal and professional qualifications, I strongly believe I can make a significant contribution to UPS, as I have been trained in highly competent and quality environments. My specialized training in industrial and aircraft maintenance, combined with my managerial skills, will contribute to the demands of efficiency, quality and productivity your organization demands. My previous experience as a technician has provided me the opportunity to effectively deal with new challenges and provide professional solutions by applying industrial safety standards, modern techniques as required for the aviation industry, and teamwork. My communication skills involved interacting with technicians, managers and customers in both English and Spanish. Along with my technical expertise, I consider my computer knowledge solid, which will be useful in your organization. I have the willingness to learn more and to adapt my knowledge into new trends and technologies.

I hope that you will consider me for this position, as I aspire to be part of UPS. If you need further detail, please refer to my resume or contact me for a meeting or interview, I would enjoy discussing the details of this position. You may contact me at (386) 555-7751 or at joeaviator@my.erau.edu. I am looking forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Joseph P. Aviator