

Daniel Howard  
8829 Bayberry Drive  
Rancho Cucamonga, CA  
(909) 319-5481  
danielhoward44@gmail.com

May 2015

Dear Hiring Manager,

I'm applying for a position at your company. Based on the description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at 909-319-5481.

Sincerely,

Daniel Howard



# Daniel Howard

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## Objective

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To maintain a position within the company where I can both learn from and add to the team.

## Key Qualifications

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- Types 60 WPM (Intermediate)
- Forklift Operator (Advanced)
- Customer Service (Advanced)

## Work Experience

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**Margaritas On Tap**  
Machine Inspector

January-June 2013

- Inspect machines
- Host parties
- Customer service

**Charles Neil Interiors**  
Supervisor

April-July 2013

- Supervise employees
- Customer service
- Organizer and date planner

**Mathis Brothers**  
Material Handler

July 2013-July 2014

- Forklift operator
- Customer service

**SMP Tile**  
Tile Setter

July- October 2014

- Demolition
- Labor work

- Customer service

## **Education**

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**Valley View High School**  
Rancho Cucamonga, CA

Class of 2010

**Riverside Bartending School**  
Riverside, CA

May 2014

## **References**

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David Scott  
Neighbor/Mentor  
909-938-6855

Sherry  
Employer at 1st Presbyterian  
909-239-3334

Brad Sheriff  
Employer at Margaritas On Tap  
909-980-5886