

I have recently re-located back to Colorado and this letter is to express my interest in the Warehouse position listed on the Colorado jobs website. Based on my skills in both fast paced warehouse conditions and my proven ability to achieve the best possible results in any situation due to my attention to detail, I am confident that I would be a great addition to your team.

My resume highlights my ability to work in a warehouse environment whether it be stocking, distribution, shipping or receiving. My ability to work efficiently and effectively with people as well as my ability to solve problems with meaningful and creative solutions. Also my motivation to do a job well and to make a significant bottom line contribution.

I am excited about the opportunity to work with your company and look forward to adding my skills to your team and to help the company succeed. Thank you in advance for your time. Please do not hesitate to contact me if you have any questions.

Sincerely,  
Tim J Schweitzer

Tim Schweitzer  
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Boulder, CO. 80302  
303-440-7086  
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## **Experience**

- Presently Freelance writer and home caregiver.
- Sarasota Herald Tribune  
1994-2013  
3rd party newspaper distribution supervisor. Forklift, pallet jack operator.  
Harris Inserter machine operator.
- Continental Airlines  
1987-1995  
Customer Service Agent, Baggage Service and Operations Control Supervisor.
- Marbon Inc., Boulder, Colorado  
1984-1989  
Supervised production of various types of Emblematic Jewelry. Duties involved all phases of jewelry production from wax-patterns to finished product.
- Bud Stafford Jewelry, Colorado Springs, Colorado  
1980-1984  
Supervised production, fabrication and repair of all types of jewelry items.

## **Education**

- Graduated from Newport Catholic High School in 1970.
- Northern Kentucky University 1970-1973.  
English Major.
- Recently completed several writing courses.

References available upon request.