

# Terry Miller

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To whom it may concern:

I am interested in the job opening your organization as posed. As i have searched, your organization caught my attention. I believe that i have the skills and attitude necessary, to help your organization meet its current future goals. I also have the ability to bring a positive, great work ethic, and team oriented focus to your organization. Authorized to work in the US for any employer

## WORK EXPERIENCE

### House Cleaner

Dision cleaners co, - Rochester, MN - January 2010 to August 2016

- \*Landscaping
- \*Delivery driving
- \*property restoration
- \*chauffeur

### Package Handler

FedEx Ground Warehouse - Stewartville, MN - November 2013 to November 2014

- \*loading/unloading trucks
- \*organized packages in order for each route to help deliver packages efficiently
- \*direct packages to correct terminal to deliver to other states

### Assembly Line Worker

Reichel Foods - Rochester, MN - May 2011 to September 2013

- \*Assembled different foods trays
- \*Monitored production to ensure smooth transition from station to station

## EDUCATION

i am currently attending hawthorne in pursuit of achieving my GED/Adult diploma . I will complete this achievement by summer of 2017 - Rochester, MN  
2016 to 2017

## SKILLS

Project Management (1 year), great work ethic (5 years), self motivated (3 years), manual labor (2 years), kinetic learner (5 years), quick learner (6 years)

## ADDITIONAL INFORMATION

I am interested in gathering as much knowledge and experience that any employer can provide for me. My hope is to make a significant impact on the work environment and to excel as and individual and to help others around me to excel. I want to take time to express my appreciation for considering my candidacy to become a

part o your organization and the time it takes to review my cover letter and resume. I look forward to our next correspondence and I will follow up within the next 2 weeks. Thank you.