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Hiring Office/ Manager

Braun Northwest, Inc.
150 North Star Drive
Chehalis, WA 98532

Dear Hiring Manager,

I am writing this letter to express my interest in the open Bill of Material (BOM) Specialist position within your company. Enclosed is my Resume for your reference.

I have worked in various occupations that has given me great experience for the position that you have open. I am computer literate with knowledge of Microsoft Office and other programs. I am also very motivated to learn new systems and programs that you have within your company quickly.

My communication skills are excellent with the ability to understand instructions and to work within a team environment proficiently. From greeting customers and making sure that their and the company's needs are met, to working well with coworkers. I believe in working in a friendly yet professional manner to help create a warm and welcoming environment.

I also have the abilities to perform duties independently or in a group setting, create excel worksheets, use a computer for extended periods of time, knowledge of vehicles to include fleet and special-order vehicles.

My commitment and motivation would be a great addition to your company. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



Amanda Zavodsky