**DAYLIN CARTER**

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To

[Employer's Full Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Hailey Clark,

I am writing to apply for the Forklift Operator position at [Company Name], as advertised on [Job Posting Site/Company Website]. With [Number of years of experience] in warehouse operations and a strong track record in safety compliance and efficiency, I am confident in my ability to contribute positively to your team.

In my previous role at [Past Employer's Name], I handled forklift operations for a warehouse of over [X square feet], where I was responsible for inventory management, loading and unloading shipments, and maintaining a clean and safe work environment. I was commended for my precision, attention to detail, and my ability to maintain an accident-free record.

What excites me about the opportunity at [Company Name] is your commitment to [mention something you admire about the company, e.g., safety, efficiency, employee satisfaction]. I believe that my skills and values align well with your company's mission and I could bring [mention specific value, e.g., excellent safety practices, strong work ethic, etc.] to your team.

Included with this letter is my resume, which provides more detail about my experience and qualifications. I would be grateful for the opportunity to further discuss how my background and skills would make me a strong fit for the Forklift Operator position at [Company Name].

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

# Daylin Carter

January 13, 20XX