

John Menard
5372 Starboard Street Apt 302
Orlando, FL 32814

March 31, 2019

I am writing to explore the possibility of employment as a Warehouse Assistant Manager with Universal Parks and Resorts.

Previously, I've managed the daily operations of three large car rental brands, Enterprise, Alamo and National. I have extremely strong communication and organizational skills and am able to effectively delegate responsibility in order to keep the entire operation running smoothly. I have extensive experience utilizing spreadsheets to track cost, which allows me to set goals and track my employees progress. I have exceeded at every level at my current career, for which I was rewarded an opportunity to manage the second largest branch in the Orlando group. I believe my extensive experience in operational management and attention to detail will transfer effectively to meet the needs of your organization.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

John S. Menard