

Desmond Xavier Medley Jr.
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Dear Hiring Manager,

I am inquiring about the position you have available . Within my resume you will find that I have the experience necessary to complete all required job duties for this position. I am reliable and adaptable to all work environments. My personal creed is to exceed company expectations.

I have over 8 years of managerial experience, and I have over 15 years of experience in the logistics and transportation industry. Also I possess 10 years of experience in the culinary and hospitality industry. The following are just a few of my many highlights throughout my career:

- Within Providence Logistics Transportation Inc. I implemented a driver accountability program that reduced company repairs from \$500k to \$80.
- Within Whiskey Pete Transportation LLC., I Negotiated and authorize contracts with shippers and receivers increasing company revenue over 45% annually.
- While with Yevvone's southern cuisine I established an employee development plan which I used as a retention tool that offered empowerment and professional growth to our staff via cross-training so the company could run smooth without any potential dips in productivity if and when we were short staffed.

As you will read in my resume, I possess the qualifications and experience necessary to fully meet and exceed all expectations for this position. I would be honored to have the opportunity to sit down in an interview and further discuss my qualifications. I can best be reached by telephone at the phone number, (914) 357-0333.

Thank you for your time and consideration.

Sincerely,
Desmond Medley