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# Beatrice Greer

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January 5, 2009

Dear Sir or Madam:

In response to your recent advertisement, please accept this cover letter and resume. They serve as application for the \_\_\_\_\_ position currently available within your company.

*Past educational and work experiences, make me a strong candidate for this position.* These experiences include my educational endeavors (BBA in International Management—2008) in addition to over 20 years of experience in forwarding and logistics management.

I am able to handle multiple tasks in time sensitive conditions, work independently or within a group setting, and learn quickly. In fact, I also have effective organizational management experience in the following:

- Excellent transport, forwarding and logistics background that includes marketing and sales experience.
- Experienced in financial management (P&L's, Balance Sheets, Forecasting, and Budgets) to effectuate ROI.
- Ability to communicate and interact effectively with people from multi-functional and diverse backgrounds.
- Strong interpersonal and communication skills; cross-functional competence and organizational skills.
- Ability to work under pressure; fluent in English, German, and Spanish and good operational know-how.

Opportunity to discuss my credentials with you at a mutually convenient time would be greatly appreciated. Thank you for all consideration.

Sincerely,

Beatrice Greer