

Career opportunities application form



1. I hold a high school diploma from Valdosta High School. 2. Half a decade of experience in the logistics and warehouse environment, with the last 4 years being in a supervisory role, I am confident of my ability to add value to this job.

In my last position as a team lead/Assistant Supervisor, I supervise a team of (insert number of persons you supervise) (insert position of your subordinates). Under my motivation and encouragement, the team has achieved and even exceeded the key performance indicators. Describe planned key performance indicators achieved, be as quantitative as possible (% of DNs/RMAs processed on time, you can provide estimation if unsure). I am well versed with the entire warehouse process from receiving to loading. My daily routine includes (describe clearly what you do to ensure that each warehouse process is in effect from receiving, stocking, picking, checking, packing, shipping to loading. Use lots of action-oriented words, such as developing, solving, monitoring, checking, inspecting, controlling, supervising, preparing etc). Furthermore, one of the highlights of my experience would be the evaluation of the current warehouse practices and procedures, as well as the development and implementation of improved warehouse practices and procedures. (describe how you implement the procedures, in which part of the organisation have you implementation taken effect, then describe specifically the objectives met, it is not good enough to say achieve departmental objectives). I am also proficient with WMS, barcode reader, forklifts, word, excel (insert other warehouse systems that you know). (Would be great if you could provide specific examples of working with statistical data and variances, even if you only occasionally use them or so much as to play a tiny role in preparing it. I'm sure you would have helped

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in the compilation/manual keying of the data when preparing quality assurance reports, even though you are not the one who completes it.)

(Provide an incident when you took the initiative to do something). My

eagerness and my thirst for more learning have earned me a job

promotion/job rotation opportunity from material handler/forklift operator to team lead/assistant supervisor with my previous company.

During my studies at high school, I obtained (grade) for (subject), (grade) for (subject), and (grade) for (subject). (subject: only include subjects such as

logistics, operations, distribution, mathematics, computing, statistics and

and finance for which you have achieved reasonably good results, such as B

and above). Besides, I hold a " Interaction Management: Tactics for Effective

Leadership Certificate" from (insert name of the awarding body). During this

course, (describe any practical experience obtained during this course).

3. Half decade of hands-on warehouse experience has equipped me with the knowledge specific to the warehouse arena from receiving, stocking, picking, checking, packing, shipping to loading. Beside, the opportunity to develop and implement warehouse practices and procedures equips me with further insights into (describe exactly the practices and procedures).

4. From my previous experience, you can see that my strength is in managing, coaching, mentoring, and encouraging people to excel as a team.

In my last position as a team lead/assistant supervisor, I inherited a team

that is low in (eg. Morale, results, etc.) . My counseling and guidance has

motivated this team to improve their (list any achievement, eg. % of delivery in time by 8%). The position of an operations supervisor would provide me

with more responsibilities that allows me to leverage on my leadership and people skills.

5. I have frequently heard of (a value, such as customer focus, teamwork, etc.) of the operations team. (Better still, provide an incident of an exemplification of this value to show that you are interested.) The (customer-oriented, group oriented, etc.) culture of the operations team is in line with my values, propelling me toward this position. In my previous position as a team lead/assistant supervisor, (my detailed and accurate documentation has earned me praises from the customer/or a statement that supports the above claim).