

CARLOS P. MIGUEL

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*Extensive background in assisting
transportation organizations to become
more productive.*

(Insert current date)

Acme Transportation Systems
Attention: Human Resources
1209 Patrick Rd, Ste G
San Jose, CA 94550

RE: Operations Management Position

I recently viewed a posting for an Operations Manager position on Indeed for your Livermore facility. Having spent the last 20 years providing supervisory management for California transportation companies, I believe I am well qualified candidate for this opportunity. I am very computer and software literate, possess a degree in economics, and am bilingual in Spanish.

And I noted on the Internet that Acme is opening new service centers in Philadelphia, Chicago, and Riverside. Looks like there are opportunities for advancement which sounds attractive to me.

My most recent experience, *16 years with PBSP Trucking in Central California*, provided extensive experience in all aspect of operations management for a growing transportation company. *Profitability improved 800% during my tenure*. Responsibilities and achievements included:

- Determining staffing requirements: hired drivers, maintenance, and administrative personnel.
- Maintaining fleet and driver records for DOT and EPA compliance.
- Coordinating activities between field operations and processing plants.
- Developing and communicating expected performance standards.
- Working with independent contractors to ensure they are in compliance with safety regulations.
- Monitoring revenue components, labor expenses, and manifests.
- Responding to inquiries from government agencies.
- Working closely with vendors and equipment providers.
- Overseeing adaption of new technology to improve productivity and recordkeeping.
- Being credited with implementing a preventative maintenance program that conformed to vehicle manufacturer's recommendations.

Challenges are what I thrive on. I constantly look for opportunities to improve operations so that staff and company objectives can be enhanced for the betterment of all concerned.

Please review the accompanying resume for more detail regarding my experience, education, and qualifications. I look forward to speaking to you regarding my qualifications.

Sincerely,

/s/

Carlos P. Miguel

Enclosure: Resume