

565 Mekler Court  
San Jose, CA 95111  
September 5, 2014

Acrobat Outsourcing  
1585 The Alameda  
San Jose, CA 95126

Dear Acrobat Outsourcing representative:

I have heard that you are currently accepting application and resumes to expand operation at Acrobat Outsourcing, and it occurs to me that you will be needing highly motivated people, friendly and communicated skilled employees. Here are some significant qualifications I have to offer:

- Working since June 10, 2013 for Mountain Valley Express as a forklift operator. Effectively communicating with co-workers and successfully working in a team.
- Two years of work experience at a local fruit stand, including working with the cash register, communicating with co-workers and customers, heavy lifting and organizing goods.
- Seven months' of working as a sign holder, including successfully advertising the goods and products we offered.
- Practical experience in demonstrating and selling consumer goods, as well as interacting with co-workers and customers.
- Successfully passing college courses such as Financial Accounting, Business Communication, Computer Literacy, Calculus, Programming and a strong interest in helping people.

May we talk about how I can put these qualifications and other summarized in the enclosed resume to work for Acrobat Outsourcing and help your division to become an excellent help for people that need us.

Sincerely yours,

Horst S. Keller

Enclosure

**Horst S. Keller**  
565 Mekler Court  
San Jose, CA 95111

Phone: (209) 275-2437

E-mail: hrstkeller@gmail.com

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## **SUMMARY OF QUALIFICATION**

- Financial Accounting and Managerial Accounting
- Ability to keyboard and use ten-key calculator.
- Ability to interact with customers, listen and comprehend.
- Competent in written and oral communication.
- Great Computer skills such as Excel and Word.
- College Math skills, good in problem solving.
- Ability to lift, pull, and push heavy weights and work in extreme weather.
- Certified Forklift driver.
- Some experience in the restaurant industry

## **EXPIECENCE**

### **Employee, Part-Time**

Mountain Valley Express. June 10, 2013-August 14, 2014  
1019 Bessemer Ave. Manteca, CA 95337  
(209) 823-2168

- Certified Forklift driver.
- Unloading trailers, loading trailers.
- Lifting, pushing, and pulling up to 100 pounds.

### **Employee at a local fruit stand**

Manteca, California, 2010-2012

- Sales Associate
- Working outside at extreme weather conditions
- Interact with customers and co-workers
- Maintain clean stock and stand

### **Employee, Part-Time Job**

Little Caesars Pizza, Manteca, California, September 2007 to March 2008.

- Holding the sign
- Successfully advertise
- Interact with customers

## EDUCATION

Manteca High School Diploma. Class of 2010.

Modesto Junior College, Modesto, California.

Major: Computer Engineering.

GPA in Major 2.85.

Junior at San Jose State University.

Major: Computer Engineering.

GPA in Major 2.85.

## ACTIVITIES AND AWARDS

- Honor award senior year at Manteca High School.
  - Averaged a 3.4 in Spring semester 2011 and Fall semester 2011 at Modesto Junior College.
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## Reference

Kathleen Hobgood

(209) 679-2758

Genie Albers

(209) 969-7518

Michael Morales

(209) 918-2158