

Pamela Portray

31111 Pamela Street ♦ Mountaintop, Colorado 80888
720-555-5555 ♦ pportray@mymail.com

April 1, 2010

James Sanchez
HR Director
Tick Tock, Inc.
111 Boulder Parkway
Orlando, FL 34333

Re: **Logistics Compliance Director**

Dear Mr. Sanchez,

Please accept my resume for the open position of Logistics Compliance Director.

I was excited to see this opening, since my background includes more than fifteen years in transportation with a focus on trade compliance and global logistics.

Selected qualifications include:

- Monitoring all import / export documentation and assuring compliance to trade laws.
- Implementing import/export management and compliance programs.
- Organizing compliance regulations and policies into a manual of import/export Policies and Procedures.
- Managing import and export departments to include the IBM customs brokerage team.
- Implementing internal processes and controls to meet U.S. Customs regulations.

I am exceptionally well versed and experienced in trade compliance, global and domestic logistics, and supply chain optimization. While I now live in Colorado, I am open to relocation. For more details, please review my attached résumé.

Thank you very much for your time and consideration. I look forward to speaking with you soon. In the meantime if you wish to contact me, I can be reached best at 720-555-5555.

Sincerely,

Pamela Portray

Enclosure