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## Mail Handler Resume

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### Job Objective

To be given the opportunity to secure a position a Mail Handler where my experience and skills can be employed to their fullest potential.

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### Highlights of Qualifications:

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- Ability to stack printed materials and packages
  - Ability to prepare skids, pallets and bundles for delivery
  - Ability to operate sorting machinery
  - Ability to lift 75 pounds
  - Ability to sort, move, organize, load and ship mails
  - Superior communication skills
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### Professional Experience:

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Mail Handler  
ATR International, Inc., Calhoun, LA  
August 2005 – Present

- Handled unloading of mail and separated outgoing bulk mails.
- Managed empty equipment and inspected empty equipment.
- Canceled stamps on parcel post.
- Aided supply and slip rooms.
- Carried out simple distribution of parcel post mail.
- Maintained work areas, offices and rest rooms.

Mail Handler  
Landmark Aviation, Calhoun, LA  
May 2000 – July 2005

- Managed sorting, routing, loading and unloading mail parcels.
  - Operated trucks and freight handling equipment.
  - Handled mail and enquired about mail labels.
  - Maintained mail supplies and scheduled incoming packages.
  - Distributed birthday cards to resident.
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### Education:

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Bachelor's Degree in English  
Johnson State College, Johnson, VT

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