**Robert Smith**

**Chauffeur**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of a Chauffeur at [XXXYYYY organization]. My …… years of working in the same position at [XXXXYYY organization] match well with the specifications required for this job.

With a strong network of professional, educational qualifications and compassion in supervising cashiers - I will surely deliver positive outcomes as per your organization's needs.

My extensive experience in the role helped me understand various procedures and guidelines surrounding the field like –

* Safeguard Procedures.
* Awareness about Security.
* Well versed about rules and guidelines for Chauffeur.
* Physical geography of the cities.
* Etiquette of drivers.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]