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| **Robert smith**  **Conductor** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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 is regarding the job opening for the position of Conductor I have a total of …… Years of experience working as a Conductor. Having all the skills and experience I believe I am the best fit for this position.

In the past, I have worked with a lot hence, using my understanding of the process and the procedure I can be an asset to your company. I have proven experience in

* Understanding of rule and the procedure.
* Leadership skills.
* Good customer servicing skill.
* Having all the working knowledge of conductor.
* Good experience working as a Conductor.
* Good passenger handling skill.
* Preparing all the reports as per the instructions.

I would like to Thank you in Advance for considering my job application, if given a chance I can prove to be an asset to the company.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]