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| **robert smith**  **Courier** | 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 Courier.With a total experience of …… years working as a Courier and with the skill sets, I possess I feel I can be the best fit for this job. In my previous organization I have gained all the knowledge base and skills to continue my career in this field.

I understand working as a Courier requires a lot of strength and potential. I can guarantee that with the skills and experience I can be an asset. I have proven experience having

* Polite, calm yet active sense.
* Handled some of the critical situations with my presence of mind.
* Physical Strength which is a must in this job.
* Time Management.
* Team management spirit.
* Work under the proper guidance.

I would like to Thank you in Advance to considering my profile for this job role, if given a chance I can promise to be a committed employee.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]