

[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],

I would like to take this opportunity to convey the combination of my skill set and related work experience for the role of Fleet Manager with your company. I have acquired quick decision-making skills and cross-collaboration ability to best function as your Fleet Manager.

Listing my top role responsibilities that are in conjunction with job ad:

* Cross-collaborate with the people from the concerned units in order to resolve the problems.
* Devise strategies to deliver high-quality customer service at lower rates.
* Negotiate with the vendors.
* Process invoices.
* Prepare reports and share them with the management.
* Plan for the smooth functioning of local transportation.
* Purchase new and dispose of old vehicles.

Maintaining positive demeanour and imperative knowledge of latest industry developments will benefit the organization to gain success.

I’d genuinely appreciate your consideration. Please review the enclosed resume to gauge my work-related skills, educational background and previous work history. Hope to have a face-to-face scheduled at your earliest convenience.

Best Regards,

[Your Name]

**Robert Smith**

**Fleet Manager**