**Robert Smith**

***Contact details***

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**Long Haul Truck Driver**

[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 Long-Haul Truck Driver at [XXX Delivery Service]. As an efficient professional with four years of experience in the field of maintenance and cleaning, I am well-prepared to contribute significantly to the goals and objectives of your Company.

[XXX Delivery Service] is held in high regard for its quick, efficient, and customer-friendly duties when it comes to delivering goods and services. Their accurate and innovative methods to supervise the delivery of supplies and goods in the country keeping in mind the modern technology is very impressive. My interest in this position is strengthened by your Company’s commitment to people and their needs.

At my current place of work, I am in charge of delivering goods to the south-west region of the state. Additionally, I also:

* Communicate with agency operators to coordinate the handling of materials.
* Mitigated emergency collection calls as per need.
* Assisted with loading and unloading of material freight whenever required.
* Conducted daily before and after trip inspections with appropriate documentation to ensure all the company policies are being adhered to.
* Maintained accurate and timely records.
* Maintain safety in the work environment by practicing safety driving precautions as per state regulations.

I have strong organizational and time management skills which I feel are important for a job like this. I am certain that my skills and work experience will readily translate to your environment and will also allow me to upgrade them.

I look forward to meeting you in person so that we can discuss my experience and expertise in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]



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