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| **robert smith**  **Mail Carrier Assistant** | 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 letter is regarding my interest in the open Mail Carrier Assistant post that is currently available with \*\*\*. As a dedicated, punctual, and hard-working professional with more than 5 years of experience in delivering mail across the city, I am now well-prepared to extend my service and expertise to \*\*\* by joining as your next Mail Carrier Assistant.

I am aware that \*\*\* is held in high regard for its efficient, and prompt mail delivery service, and has also earned a name among the public for its on-call duties. Your accurate and effective ways to supervise and deliver the mail by simultaneously using modern technology are impressive. My interest in this position is further strengthened by your commitment to people and their needs.

At my current workplace, apart from delivering mail and overseeing the stock movement, I was also responsible for the following areas of duties-

* Highly accountable for caring, tracking, returning, and sorting undeliverable mail due to address correspondence issue.
* Delivering mail in an assigned or pre-planned route, and picking up additional mail from the relay boxes.
* Preparing and separating all classes of mail and boxing them accordingly for delivery.
* Arranging mail in delivery sequence enabled faster delivery of mail, and I was able to deliver 30% more when compared to my counterparts.
* Promoting the sale of postal products.
* Facilitated the use of the latest technology and kept customers informed about their mail and package.

I am passionate about my work and have strong organizational and time management skills, which I feel are crucial for this role. I am certain that my qualifications and work experience will readily translate to your environment and will allow me to upgrade my skills. 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]