**Robert Smith**

**Mail Carrier**

[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 Mail Carrier at [XXX Delivery Services]. As an efficient professional with six years of experience in the field of delivery and maintenance, I am well-prepared to contribute significantly to the goals and objectives of your delivery Company.

[XXX Mail Delivery Services] is held in high regard for its quick and efficient on-call duties when it comes to delivering the required items. Their accurate and innovative methods to supervise and maintain delivery systems 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 responsible for delivering items of importance and overseeing the stock present in the company inventory. Additionally, I also:

* Organized mail according to category and prepared for distribution.
* Maintained and compiled complete records of item invoices, mailing details, and special instructions.
* Obtained special receipts for classified, insured, and registered mail.
* Collected all Cash on delivery charges whenever required.
* Handled customer service complaints and resolved the issues with complete customer satisfaction.

I am passionate about my work and I have strong organizational and time management skills which I feel are important for a job like this. I am certain that my qualifications and work experience will readily translate to your environment and will also 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]

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