**Robert Smith**

**Traffic Warden**

[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],

Your advertisement for a Traffic Warden position piqued my interest, as my breadth of knowledge, and areas of responsibilities match your job description. As a self-motivated and highly enthusiastic professional with solid experience in observing and addressing traffic violations, and comprehensive insights into traffic operations, I am confident that I would meet or exceed your expectations for this role.

From monitoring traffic inflow to collecting money to surveilling roads, I have a good track record of providing comprehensive support to optimize parking efficiency and garner maximum revenue as appropriate. Additionally, my extensive experience in handling conflict-prone situations along with my proven ability to stand and work for a long duration of time – prepares me to bring a significant impact to your team.

Highlights of my experience include –

* Worked for the city of \*\*\*, wherein, I excelled in the development and implementation of traffic and parking regulatory enforcement, honing my knowledge base of local and state parking rules, regulations, and ordinances, as well as general traffic adjudication procedures.
* Proficiency in the upkeep of highly visibility electronics signboards, expertise in handling abandoned and accidental vehicles, and clearing routes quickly.
* Issuing citations to non-complying vehicles, and being competent at the enforcement of traffic safety laws.
* Meticulously maintenance records relating to incidents, citations, and breaches.
* Sound knowledge of traffic laws issued by NHA.
* Demonstrable abilities to work outdoors in inclement weather, and astute abilities to talk with rough and aggressive drivers who are issued citations or charged.

With my extensive background working in this field, I have developed exceptional skills in traffic surveying and parking enforcement. And now, I want to use these skills in me by working as your next Traffic Warden and being helpful to your department.

I would appreciate an opportunity to meet you in person to discuss my abilities in more depth. Looking forward to meeting you at your earliest convenience. Thank you for your consideration.

Sincerely,

[Your Name]