

# SHIVAJI SHIVAJI

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JUNE 13, 20XX

Maureen Labrecque  
Hiring Manager  
Lamna Healthcare Company  
12 3<sup>rd</sup> Street  
Boston, MA 98765

DEAR MAUREEN LABRECQUE,

I am writing to express my strong interest in the Truck Driver position at [Company Name], as advertised on [where you found the job posting]. With a [X years] of experience in the transportation industry, a clean driving record, and a dedication to safety, I believe I am a valuable candidate to contribute to your team.

My experience as a truck driver has equipped me with the skills and knowledge necessary to excel in this role. I have successfully completed many long-haul trips, adhering to strict delivery schedules while maintaining a spotless safety record. I am well-versed in conducting pre-trip and post-trip inspections, ensuring the mechanical integrity of my vehicle, and promptly addressing any maintenance issues that may arise.

I am a detail-oriented professional with a focus on cargo safety. I take pride in properly securing and handling cargo to prevent damage during transit. Additionally, I am skilled in documentation, ensuring that all necessary paperwork, including delivery receipts, and logbooks, are accurately completed to meet regulatory requirements.

Customer service is of utmost importance to me. I have a proven track record of providing excellent service to customers and working effectively with dispatchers to communicate delivery updates and ensure customer satisfaction.

I am excited about the opportunity to contribute to the continued success of [Company Name]. I look forward to the possibility of discussing how my skills and experience can be an asset to your team. Please find my resume attached for your review.

Thank you for considering my application. I am available at your convenience for an interview. You can reach me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

Shivaji Shivaji