

Melissa Anderson

Hector Santos

UPS

123 Your Street, Houston, TX 12345

(123) 456-7890 | example@youreemail.com

[month, day, year]

Dear Pat Martin:

As you can see from my attached resume, I'm a Class A CDL Truck Driver with five years of commercial driving experience. My proven track record includes executing large deliveries across multiple states and maintaining a 96% on-time delivery rate. I can achieve similar results for your company in the truck driver position.

Detroit Trucking Co. has a reputation for its strong commitment to OSHA safety, which strongly resonates with my professional background. Throughout my career, I've ensured the safe handling of hazardous materials during shipment, including performing pre-trip inspections of cargo. I'm the ideal candidate for this opportunity based on my previous successes:

- Operated freight haulers and tractor-trailers to deliver 35,000-pound shipments, performed deliveries with a 97% on-time delivery rating, and drove an average of over 2,000 miles per week across three states
- Performed routine maintenance and inspections of vehicles to identify potential defects, prevented accidents, and ensured compliance with OSHA safety regulations
- Coordinated with the transportation manager to adjust routes based on traffic, accidents, road work, and weather conditions

I look forward to explaining how my OSHA safety and hazardous materials handling expertise can benefit your company. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Joseph Corbin

