

# Melissa Anderson

(098) 765-4321

456 My Street, San Diego, CA 76543

## Hector Santos

UPS

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Hector Santos:

I'm interested in applying for the truck driver position with UPS, which I found on LinkedIn. During my time with Nashville Delivery Pros, I ensured compliance with OSHA safety regulations and maintained a 93% on-time delivery rating. I can create value for your customers and team in this position.

UPS is highly regarded for its dedication to customer success, which draws me to apply for this role. Throughout my career, I've identified opportunities to enhance route planning and improve customer satisfaction. My background makes me an ideal candidate for this position, as you can see from my previous achievements:

- Performed timely delivery of mail shipments, ran inspections and labeling of packages prior to loading, and maintained a 93% on-time delivery rating
- Conducted pre-trip safety inspections on company vehicles, troubleshoot issues, and created reports for the transportation manager on defects, safety risks, equipment, and policies
- Developed daily logs of mileage, routes, shipments, and cargo and identified potential improvements to optimize routes and delivery times

I would like to schedule an interview to discuss how my dedication to customer satisfaction can benefit your company. Please contact me via phone or email with any additional questions you may have about my background. Thank you for your time and consideration.

Best regards,

Melissa Anderson