

Raheem Richardson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Matthew Johnson

Hayden HVAC Co.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Johnson:

During my time with Cadence HVAC Solutions, I identified route inefficiencies and provided recommendations to optimize route planning activities, resulting in a reduction of 2,000 driving hours and over \$100,000 in annual savings. I look forward to applying my industry experience to enhance productivity for your company in the truck driver position.

Hayden HVAC Co. has a reputation for its dedication to on-time delivery. As an experienced driver, I've trained over 20 team members and maintained on-time rates of up to 97%. My leadership capabilities would be a strong asset to your organization based on my career achievements:

- Operated tractor-trailers, semi-trailers, and freight haulers for shipments valued at up to \$300,000 and conducted safety inspections of vehicles in compliance with OSHA standards
- Transported and delivered HVAC equipment to commercial and residential customers, operated forklifts to load and unload shipments, and achieved on-time delivery rates of 93% to 97%
- Coordinated with the fleet manager to provide training to over 20 new hires on inventory management processes, safety protocols, and daily operating procedures

I hope to speak with you further regarding how my leadership and safety background can help your team excel. Feel free to contact me via phone or email to schedule an interview. I appreciate your time and consideration.

Sincerely,

Raheem Richardson