

# Jessica Lang

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456 My Street, San Diego, CA 76543

## Hiring Manager

TTG Equipment Services

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear TTG Equipment Services Hiring Manager:

Over the past ten years, I've kept a flawless safety record while consistently meeting shipment deadlines at Richmond Equipment Movers. I'm excited to apply my strengths to your organization.

Your job posting jumped out at me, particularly the call for a driver "experienced enough to take on additional training and mentor duties for new hires." Over the past two years, I've excelled in a new supervisory role, coaching junior drivers on effective customer service and local route considerations. My work highlights and credentials also include the following:

- Developed and honed reliable strategy for delivering ~15 orders per day to a 300-square-mile client region
- Skilled at receiving and stocking inventory and maintaining accurate records on computer and mobile systems
- Draw on a broad knowledge of relevant safety standards and hazardous material regulations
- Can lift up to 75 pounds
- Spotless driving and attendance records

The enclosed resume contains a complete overview of my recent experience.

I'd love to discuss how I can advance your business objectives. Are you still interviewing candidates for this position? If so, please call or email me at the contact information below, and I look forward to hearing from you soon. Thank you very much for your time and consideration.

Sincerely,

Jessica Lang