

Ms. Lori Taylor

FedEx Corporation

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Taylor:

In my last formal review, I earned high marks for efficiency and accuracy in delivering UPS packages. I hope to maintain that level of excellence at your organization.

I'm a collaborative delivery driver with seven years of experience. Your job ad caught my attention, particularly the call for a driver who "communicates clearly with team members and customers and offers ideas to constantly hone operations." Teamwork and process improvement are the two key themes of my career to date, which include the following five highlights:

- Won three corporate honors in 2021 for outstanding customer service
- Introduced procedures that helped streamline daily timekeeping procedures, cutting related costs by 15%
- Safely loaded, lowered, and carried large packages weighing up to 70 pounds
- Experience maintaining and safely operating delivery vehicles in all weather conditions
- Strong knowledge of local routes and traffic restrictions

The enclosed resume contains a complete overview of my work history.

I'd love to learn more about your team and how I can uphold your service standards. Would it be possible to discuss my skills with you in the near future? Please call or email me to schedule an interview, and I'll look forward to possibly hearing from you soon. Thank you very much for your time and consideration.

Sincerely,

Cameron Malfara