

MAX JACKSON

Truck Driver
123 Main Street,
Pittsburgh, PA 12345
m.jackson@youremail.com
(123) 456 -7890

January 1, 2021

Jonathan Martins
Senior Hiring Manager
CBS Trucking
(987) 654 -3210
j.martins@email.com

Dear Mr. Martins,

I have over 15 years of experience as a professional truck driver hauling volatile and non-volatile products. I have a safe driving record with zero accidents and no tickets or driving violations of any kind.

I am able to carry out basic maintenance and repairs on trucks, and I have extensive knowledge of trailer and truck safety regulations. I believe that I would be an excellent addition to your long-haul driver team at CBS Trucking.

Some of my career highlights include:

- Driving trucks for three seasons on the Alaska ice roads
- Training new drivers on the basics of truck maintenance
- Assisting in creating a new driver schedule that reduced the downtime for trucks by 27%
- Winning the employee of the year award in 2016, 2018, and 2019

I would welcome the chance to meet you so that we can discuss my qualifications and skills and how they relate to your requirements for a long-haul volatile liquids driver. Please feel free to contact me with a time and date that suits your schedule.

Kind regards,

(Insert Signature Here)

MAX JACKSON

P.S. I would love to tell you about my truck safety check plan!