

WILLIAM BARTER

Truck driver 123 Address St., San Antonio, TX 78006 wbarter245@youremail.com (343) 343-3434

June 9, 2021

HEIDI HARLOW

Senior Hiring Manager
United Transport Service
(454) 454-4545
Heidiharlow@unitedtransportservice.com

Dear Ms. Harlow,

I drove an average of 2,500 miles weekly with DW Trucking for the past 2.5 years to reach 100% customer satisfaction while still adhering to break requirements. After reading about United Trucking Service's well-established reputation, I feel like I'm the perfect fit for this position with my dedication to customer satisfaction and strong work ethic.

I'm anticipating even more success and improving customer relations even more once I'm part of the United Transport Team. Some of my most noteworthy accomplishments as a truck driver include:

- Maintaining a 100% clean driving record through the course of my career
- Receiving a 99% customer satisfaction rating on two annual assessments
- Adhering to all company and DOT regulations

I'm interested in setting up an interview at your earliest convenience, so we can further discuss my skills and experience and how they correlate with United Transport Service's mission and values. Please don't hesitate to reach out to me if you have any questions or would like to discuss a date and time that works with your schedule.

Best wishes,

(Insert Signature Here)

WILLIAM BARTER

P.S. I'm excited to tell you about how I was commended by my superiors five times in the last year.