

Your Name

1023, Heavner Court,
Huntington, NY 11743.
(+55) 222 333 444
andrewvogler@domain.com

Hector Pryor,
Deluxe Taxi Co.
64 Murphy Court,
Riverside, CA 92501.

Regarding: Taxi Driver Position

Dear Mr. Hector Pryor,

Are you seeking for a well mannered, well groomed, international driver's license holder for your deluxe taxi driver position? Wondering to find such a candidate with a good appearance. Then I will be the best option for you to choose. I am confident that I have all the required set of skills and experience for the job and most importantly I know how to cater the passengers tolerantly. What else do you need from a good taxi driver? Am I correct?

Since the time I came to the industry, it has been one of my dreams to join Deluxe Taxi Co. This has a bunch of amazing vehicles I would definitely love to drive. Hope I could make that dream a reality with my following qualifications.

- Valid commercial driving license
- Excellent organizational and time management skills.
- Interpersonal Skills
- Ability to travel any location in a given time inside CA.
- Good knowledge in local geography in California.
- Ability to work on a shift basis.

In my previous work place I have been appreciated by over 1000+ passengers for safe and smooth driving. Also I have been awarded as the best chauffeur of the company in 2018 and 2019 consecutively. Do you believe if I say that I have driven over 300,000 miles as a taxi driver for the past 3 years without a single accident? I believe with my experience, skills and the knowledge of automobile mechanism makes me a perfect candidate for the position.

I am looking forward to working with your company soon as a taxi driver. Please contact me at (+55) 222 333 444 or at andrewvogler@domain.com via email to arrange a convenient meeting time.

Sincerely,

Your Name

P.S. I already have a valid permit to transport passengers. So it doesn't need to be spent by your company to buy me a permit