

DAVID JACKSON

San Diego, CA 92113

(555) 555-5555 - example@example.com

Aug. 11, 2025

Miles Smith, Hiring Manager

Epic Transportation

San Diego, CA 92113

(555) 555-5555

example@example.com

Dear Miles Smith,

I am pleased to express my interest in the bus driver role at Epic Transportation. Over the last 10 years, I have built a solid foundation in safely and efficiently operating passenger buses, with a keen eye for route navigation and defensive driving practices. My dedication to providing excellent passenger support and maintaining a flawless safety record makes me confident I would be a strong asset to your organization.

In my previous role, I successfully maintained a 99.9% on-time arrival rate across a network of 12 daily routes serving over 1,000 passengers each day. My route planning and stress management skills helped reduce average route delays by 20%, improving overall efficiency. I take pride in my clean driving record, with zero accidents over the past seven years, demonstrating my commitment to defensive driving principles and safety regulations.

Beyond driving, I am skilled at adapting to unexpected changes such as road closures or severe weather, ensuring uninterrupted service and passenger satisfaction. I also have extensive experience assisting passengers with disabilities and special needs, which contributed to a 15% increase in positive customer feedback scores during my tenure. I hold a valid Commercial Driver's License (CDL) with passenger endorsements and have completed specialized training in advanced defensive driving and emergency response.

I am enthusiastic about the opportunity to contribute to Epic Transportation's reputation for excellence in public transportation. I would welcome the chance to discuss how my skills and experience align with your needs. Thank you for considering my application. I look forward to speaking with you soon.

Sincerely,

David Jackson