

## David Singh

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[Date]

The Hiring Manager  
XXXX Couriers  
Brisbane, QLD

Dear Hiring Manager,

I am writing to apply for the Delivery Driver position at XXXX Couriers. I hold a current driver's licence with a clean record and have a strong track record of safe, on-time deliveries.

In my recent delivery work I completed multi-drop runs, planned efficient routes, and kept customers updated, while loading and unloading goods using safe manual handling and completing proof-of-delivery records. I carry out vehicle pre-start checks, manage my fatigue, and take pride in presenting well and representing the business professionally.

I would welcome the opportunity to bring my reliability and safe-driving record to your team. My resume is attached, and I am available to start soon and happy to discuss my application. Thank you for your time and consideration.

Kind regards,

**David Singh**