

# Shuttle Bus Driver Cover Letter

373 Vandervort Mall Mooreton, WA 41604-3037

**Dear Alexis Towne,**

I would like to submit my application for the shuttle bus driver opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for able to pass criminal and DMV check upon hire.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Customer service oriented and professional
- Full Cat D1 licence a minimum although D is preferred plus CPC to be able to drive a minibus
- Flexible approach to working hours (early mornings / late nights)
- Maintain an accurate working knowledge of the local area, streets and directions
- Monitor the maintenance of the shuttle bus, including cleanliness, services, oil checks and
- Basic computer literacy including light use of Microsoft Excel, MS Word and MS Outlook for emailing and scheduling
- Six months of experience driving buses, trams or passenger vans
- Posses and maintain a Colorado CDL- Class B or higher

**I really appreciate you taking the time to review my application for the position of shuttle bus driver.**

Sincerely,

Onyx Hamill