James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for Conductor

Dear

I wish to apply for the position of the conductor in your esteemed transport organization. I have come across the details regarding the post of conductor on the popular Jobsite of [jobsite name] on [mention date], and I do think that I will be the best asset of your organization.

I am punctual and disciplined and perform my duty in an organized way with appropriate communication skills. I do make sure that the passengers go through a comfortable journey.

I am responsible for verifying loading and unloading the cargo through the specific route from [start] till [end destination].

Currently, I am operating on the train named the] name of the train], which starts from [start] till [destination]. I do make sure that all the passengers get the tickets.

I also make sure to announce the respective destinations for the convenience of the passengers who may get down at the right time and right place.

I also make sure to take legal action against the people who do not buy the tickets.

For the ticketless passengers, I am responsible for handing them over to the police or charging a penalty of a minimum $[amount].

I am responsible for offering appropriate customer care service for everyone during the journey. I do make sure that every passenger gets snacks or tea during the journey. I am responsible for offering medical assistance during the journey.

I would also like to inform you about my educational qualification. I have completed my graduation in the field of tourism from [university name] and scored above [percent}.

I promise to fulfill the necessary requirements of your organization. I will work in the same way as I have done in previous transport companies.

I would like to know the interview date and time details. Kindly contact me through [contact number] or [email id] to check the further update.

Thanking You,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]