

**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**

**Sub: Cover letter for the post of Transit Operator.**

**Dear Mr. or Mrs. or Miss HR Manager,**

With great excitement I would like to express my interest to apply for the available position of Transit Operator at [mention the name of the company]. After seeing your advertisement on your company's website, I couldn't hold myself back from applying to this opportunity. I believe that I possess all the required skills and qualifications that are necessary for this position. I can guarantee you that I will be the most suitable candidate for this role.

As I have been working as a school bus driver at [mention the name of another company] for over 4 years I can assure you that I will be the perfect match you can find for this job. In my previous job I used to drive school buses to transport children between school and home, ensure children's safety when boarding and leaving buses and crossing streets while the bus is stopped, and maintain control of student

activities during travel to prevent destruction or behaviors that could compromise safety and I also used to transport adult outside of school hours on charter trips. As you can see that I have proper experience in this field you can also go through my resume and I am sure that you will find me an eligible candidate for this job.

I duly state that all the above-mentioned information about myself is true to the best of my knowledge and belief. My resume is attached to this application for your reference. I have faith in you that you will definitely go through it and get back to me. I am looking forward to this opportunity. I thank you for your time and consideration.

**Sincerely**

**From**

**James Brown**

**[Handwritten signature]**

**[Mention the contact details]**

**[Mention here, if there is any post no to be given]**