

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

1. ****Introduction****

- State the position you are applying for (HGV Driver)
- Briefly mention how you found out about the job

2. ****Relevant Experience****

- Outline your driving experience
- Highlight any HGV-related qualifications (e.g., license, certificates)
- Mention any relevant driving history

3. ****Skills and Attributes****

- Discuss key skills (e.g., navigation, time management)
- Emphasize attributes (e.g., reliability, safety consciousness)

4. ****Commitment to the Role****

- Express your interest in the company
- Mention your willingness to meet job demands and work schedules

5. ****Closing Statement****

- Reiterate your enthusiasm for the position
- Thank the employer for considering your application
- Indicate your desire for an interview

Sincerely,

[Your Name]