

**\*\*HGV Application Letter Checklist\*\***

**1. \*\*Contact Information\*\***

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

**2. \*\*Employer's Information\*\***

- Hiring Manager's Name
- Company Name
- Company Address
- City, State, Zip Code

**3. \*\*Salutation\*\***

- "Dear [Hiring Manager's Name]"

**4. \*\*Introduction\*\***

- Briefly introduce yourself
- State the position you are applying for

**5. \*\*Qualifications\*\***

- Mention relevant HGV experience
- Highlight appropriate licenses (e.g., HGV Class 1 or 2)
- Discuss any applicable certifications (e.g., CPC)

**6. \*\*Skills\*\***

- Detail key skills related to HGV driving (e.g., route planning, vehicle maintenance)
- Mention experience with specific vehicle types or cargo

**7. \*\*Work History\*\***

- Summarize relevant employment history
- Emphasize notable achievements or responsibilities

**8. \*\*Interest in the Role\*\***

- Explain why you are interested in the position and company
- Express enthusiasm for contributing to the team

**9. \*\*Closing\*\***

- Thank the employer for considering your application
- Offer to discuss your qualifications in an interview

**10. \*\*Sign-Off\*\***

- Use "Sincerely" or "Best regards"
- Your Name (typed)

**11. \*\*Attachments\*\***

- Mention any enclosed documents (e.g., CV, references)