

Job Opening: Transportation Personnel

Dear [Recipient's Name],

We are excited to announce that we are looking for qualified transportation personnel to join our team at [Company Name]. Our ideal candidates will possess strong organizational skills, a valid driver's license, and a commitment to safety.

Job Responsibilities:

- Coordinate transportation schedules
- Ensure compliance with safety regulations
- Maintain vehicle logs and reports
- Assist with loading and unloading of cargo
- Communicate effectively with team members

Qualifications:

- High school diploma or equivalent
- Previous transportation experience preferred
- Strong problem-solving skills
- Ability to work flexible hours

If you are interested in this opportunity, please submit your resume and cover letter to [Email Address] by [Deadline Date].

Thank you for considering a career with [Company Name]. We look forward to hearing from you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]