

Enclosure: Resume

James C. Dubiel

Respectfully yours,

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.

As you can see from my enclosed resume, my work history, as well as my driving skills, make me a strong candidate for this position.

In response to your recent advertisement, please accept this letter in application for the position currently available within your company.

Dear Sir/Madam:

July 22, 2009

James C. Dubiel
1025 North Circle NE
Fridley, MN 55432
612 865-7164

James Dubiel

Available upon request

References:

Education:

Commercial Drivers License Class A

Market Food Truck Driver	2001 to 2002 Minneapolis, MN
Asian Food Truck Driver	2002 to 2004 St. Paul, MN
Capital City Produce Truck Driver	2003 to 2004 St. Paul, MN
CPC Logistics Inc. Truck Driver	2004 to 2005 Sun Prairie, WI
Top Grade Trucking Truck Driver	2005 to 2006 Minneapolis, MN
Trillium Solutions Truck Driver	2006 Columbia Heights, MN
Metal-Matic Truck Driver	2006 to 2007 Minneapolis, MN
Hudson Truck Driver	2007 to 2008 Mendota Heights, MN

Employment:

Accomplishments:

- ☛ Drove truck with capacity greater than three tons to transport materials to and from specified destinations.
- ☛ Applied knowledge of commercial driving regulations and area roads.
- ☛ Prepared receipts for load picked up.
- ☛ Maintained truck log, according to state and federal regulations.
- ☛ Maintained telephone or radio contact with supervisor to receive delivery instructions.
- ☛ Inspected truck equipment and supplies, such as tires, lights, brakes, gas, oil and water.

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