**Postal Worker Cover Letter**

Dear Ms. ABC,

I am applying for a job as a Postal Worker with XYZ Inc, and I have included my resume with a complete look at my work history and education.

I understand the responsibility of this position and I am fully capable of handling this job. I took the postal exam shortly after graduating and I am very excited about the idea of working for the postal service.

I have experience working with customers and running a cash register, so I can work in the front when needed and I always provide excellent service. I can answer questions, collect mail and sell stamps, boxes and other items. I also can work in the warehouse collecting and sorting the mail to be delivered.

I have an excellent driving record and I know the area well. Therefore, I can also deliver the mail and learning the route would be easy. I have the physical strength to lift heavy packages or mailbags and I am available six days a week. I am also flexible enough to work different positions, so I can work as a fill in for others when they take vacations or when on sick leave if needed.

I can sort and distribute mail quickly and with accuracy. I can also learn distribution procedures in a fast and efficient manner. I have great interpersonal skills and I get along with everyone. I am a fast learner who is self-motivated and dependable.

Please call (XXX)-XXX-XXXX to set up an interview to discuss this position in person.

Respectfully,

Willie Veliz

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