

Cyrus Ndungu Mbugua
9620-00200 Nairobi
Tel: +254 725 910 123
Email: cyrondoch@gmail.com

[Date]

Hiring Manager
[Company Name]
[Company Address]
[City, Country]

Dear Hiring Manager,

I am writing to express my interest in the position of Driver within your organization. With over 10 years of experience in safe passenger transportation, vehicle operations, and route planning, I am confident in my ability to provide reliable and professional driving services to meet your company's needs.

I hold a valid BCE driving license and have maintained a clean driving record throughout my career. My professional background includes working as a personal driver and casual driver, where I gained strong skills in vehicle maintenance, safety compliance, and time management. I am also proficient in GPS navigation and route planning, ensuring timely and efficient transportation in varying traffic and weather conditions.

Beyond my driving expertise, I am a dependable communicator and problem-solver who prioritizes safety and customer satisfaction. I am known for my discipline, professionalism, and ability to adapt to different assignments with ease.

I am excited about the opportunity to contribute my skills and experience to your team, and I am confident that I would make a positive impact as a dedicated and trustworthy driver.

Thank you for considering my application. I look forward to the possibility of discussing how my background aligns with your needs.

Sincerely,

Cyrus Ndungu Mbugua

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Cyrus Ndungu Mbugua
Contact: +254725910123
Email: cyrondoch@gmail.com
Nationality: Kenyan

Year of Birth: 1986

Passport: Valid

Address: 9620–00200 Nairobi

PROFESSIONAL SUMMARY

Friendly and outgoing light/medium weight driver, proficient in safe operations, passenger transportation and inclement weather driving. Excellent communicator and problem-solver with a solid track record in the field. Outstanding safety background and consistently requested by repeat customers for regular transportation.

EDUCATIONAL QUALIFICATION

2008 – Driving School (BCE): Sony Driving School, Kasarani

2007 – Computer Front Offices and Accounts Packages: Emanex College

2003–2006 – Kenya Certificate of Secondary Education: Gakarara Secondary School

1995–2002 – Kenya Primary Education: Ndiini Primary School

PROFESSIONAL SKILLS

- Vehicle maintenance
- Route planning and GPS navigation
- Vehicle operations
- Clean driving record and DOT standards
- Safety regulations
- Passenger endorsement (P)
- Excellent time management
- Problem-solving and decision-making

WORK EXPERIENCE

Jan 2023 – Dec 2024: Personal Driver

2012 – 2022: Casual Driver

OTHER SKILLS

- Electrician
- Computer literate

HOBBIES

1. Socializing
2. Playing games

REFEREES

Joseph Mbugua

Cap Hill Hotel, Manager

Tel: 0733859062

Edward Mungai

EPZA, Senior Driver

Tel: 0721766568