

J ♦ A

JOHN ANDERSON

USPS Letter Carrier



(555) 852-4567



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New York, NY, United States

Education


Brooklyn High School


2014


Commercial Driver's License (CDL)


New York State Department of Motor Vehicles, Certified: May 2015

Skills


Route management and optimization 

Customer service and client relations 

Postal vehicle operation and maintenance 

Physical endurance (ability to lift 70+ lbs) 

Attention to safety protocols 

Time management and organizational skills 

Professional summary

Dedicated and efficient Letter Carrier with experience delivering mail and packages in both urban and suburban settings. Adept at maintaining daily route schedules, operating postal vehicles, and ensuring timely and accurate deliveries. Seeking to bring strong organizational skills and customer-focused approach to the USPS team.

Experience

United States Postal Service

June 2017 - Now

United States, New York, NY

Letter Carrier

- Manage a high-volume route delivering mail and packages to 200+ addresses daily.
- Ensure timely delivery of parcels, from regular mail to oversized packages, while adhering to all safety and postal regulations.
- Operate USPS vehicles, completing pre-shift and post-shift inspections, and ensuring vehicles remain in safe working condition.
- Assist customers with inquiries regarding missing or delayed packages, providing updates and solutions.
- Work collaboratively with local postal clerks and supervisors to manage delivery schedules and resolve any route challenges.

FedEx Ground

March 2015 - May 2017

United States, New York, NY

Delivery Driver

- Delivered packages to residential and commercial properties across the city, maintaining an on-time delivery rate of 98%.
- Managed a delivery route of 150 stops per day while ensuring careful handling of goods to prevent damage.
- Utilized navigation and scheduling systems to optimize daily routes, reduce delivery time, and improve customer satisfaction.