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## Courtesy Driver Resume

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### Job Objective

Looking for the opportunity to put my driving skills and experience to work for company by filling a position as a Courtesy Driver with your company

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### Highlights of Qualifications:

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- CDL Class B with passenger and air brake endorsements
  - Ability to deliver and pick up customers in a prompt and polite manner
  - Ability to operate an automobile
  - Ability to drive manual transmission vehicles
  - Ability to read and comprehend written instructions and information
  - Ability to perform pre-trip and post-trip bus inspection.
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### Professional Experience:

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Courtesy Driver  
Dollar Thrifty Automotive Group, Clinton, OK  
August 2005 – Present

- Delivered and picked up customers in a prompt and polite manner.
- Assisted in maintaining the professional appearance of the service department and the courtesy van.
- Scheduled to have van washed when necessary.

Courtesy Driver  
Advantage Rent A Car, Clinton, OK  
May 2000 – July 2005

- Checked oil with each fill-up and got annual safety inspections.
  - Parked van securely on premises before leaving for the day.
  - Complied with all company policies, procedures and safety standards.
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### Education:

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High School Diploma  
Arthur Mennonite School, Arthur, IL

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