

[On the letterhead of the company]

January 30, 2020

To Whom It May Concern

Dear Sir or Madam,

Re: Employment of Mr. MM by XXX

Please be advised that Mr. MM has been working for Private Unitary Transport Company “NN” as a truck driver since July 3, 2017. Normal working hours are from 8:30am to 5:30pm, Monday to Friday. His monthly salary is BYN 1,800 (equal to approx. CAD \$900). He is a safe driver with valuable trucking experience.

Our company was founded in 2013 by XX with the mission to provide the most efficient delivery services to the local market in Minsk, Belarus. The company has grown to become an international logistics services provider that carries out interstate and international deliveries. We continue to grow in the market of transport services, despite the competition that exists. For more information about our company, please refer to www.

As a truck driver for our company, Mr. MM has been operating a 2.6-ton Toyota Tundra pickup truck, a 12-ton Ural-4320 truck, and a 60-ton Volvo FH12 460 truck. In addition to transporting goods and materials along urban and intercity routes, he carried out following duties:

AS A LONG HAUL TRUCK DRIVER (May 2019 - present)

- Operating and driving primarily long combination vehicle and straight-body trucks weighing over 4500 kg (Volvo FH12 460) to transport goods and materials over long distances in the Republic of Belarus, and the Russian Federation;
- Planning trip logistics and obtaining required documentation to transport goods;
- Performing pre-trip, en route, and post-trip inspection of vehicle systems, equipment, and accessories such as tires, lights and turning signals, and brakes;
- Ensuring that cargo is secured properly in accordance with safety requirements and following safety procedures for the transportation of goods;
- Obtaining special permits and other documents required to transport cargo on international routes;
- Recording cargo information, hours of service, distance travelled, and fuel consumption;
- Preparing bills of lading and electronically maintaining log books;
- Communicating with dispatchers, other drivers, and customers using communication devices;
- Performing emergency roadside repairs; and
- Driving as part of a two-person team.

TRUCK DRIVER/DRIVER FORWARDER (February 2019 – May 2019)

- Operated and drove primarily straight trucks (GAZ-3307, ZiL-131, Ural-4320) to transport goods and materials on local and short interurban routes;
- Performed pre-trip, en route, and post-trip inspection and oversaw all aspects of vehicle maintenance-and loading and unloading of cargo; and
- Drove special purpose trucks such as tow trucks, dump trucks, and cement mixing trucks.

DELIVERY DRIVER (July 2017 – February 2019)

- Operated and drove primarily pickups (Toyota Tundra), vans (Fiat Ducato Multijet), and other vehicles to transport goods and materials on local and short interurban routes;
- Performed pre-trip, en route, and post-trip inspections; oversaw that ~~the~~ vehicles were always in perfect condition; and ensured that loading and unloading of cargo was conducted according to safety requirements.

Mr. MM has been an excellent employee who possesses an outstanding work ethic. He is a highly cooperative, has a great “can do” attitude, and has proven himself to be an asset to our team.

If you have any questions regarding Mr. MM, please do not hesitate to contact the undersigned at your convenience at +00000, or via email at 123@yandex.ru .

Yours sincerely,

XX

Director

FIRST NAME, LAST NAME

Complete residential address ♦ T ♦ Email:

[Please ensure that your CV is strictly prepared as per the provided format, which allows the employer to review your qualifications in the most efficient manner].

QUALIFICATIONS

Professional driver with more than [number of years of current experience] driving describe the trucks 4500kg you have been driving, vans and light trucks. Valid class "B" driver's license issued by [the name of your country]. Punctual and I have consistently met delivery schedules during the past 4.5 years. Able to operate a manual transmission vehicle. [please ad whatever is applicable to you]

CURRENT EXPERIENCE

[months].2015 –
present
City, Country

DELIVERY DRIVER [OR LONG-HAUL TRUCK DRIVER?] – your title

Name of the company [please include website link, if there is one]

-
-
-
-
-
-
-
-

06.2015-05.2016 –
City, Country

LONG-HAUL TRUCK DRIVER [your title]

Name of the employer and the website, if applicable

- Please list some duties
-
-
-
-
-

EDUCATION

09.2003 – 06.2009
City, Country

Bachelor's degree in Business Administration

Name of Your University

09.1993 – 06.2003
City, Country

High school Certificate

Name of Your High School

REFERENCES PROVIDED UPON REQUEST

FIRST NAME, LAST NAME

Complete residential address ♦ T ♦ Email:

Long-haul transport truck drivers

7511 - Transport truck drivers

Transport truck drivers operate heavy trucks to transport goods and materials over urban, interurban, provincial and international routes. They are employed by transportation, manufacturing, distribution and moving companies, and trucking employment service agencies, or they may be self-employed. This unit group also includes drivers of special purpose trucks and shunters who move trailers to and from loading docks within trucking yards or lots.

Main duties

Long-haul transport truck drivers perform some or all of the following duties:

- Operate and drive primarily tractor-trailor, long-combination vehicle and straight-body trucks weighing over 4500 kg to transport goods and materials over long distances
- Plan trip logistics and obtain required documentation to transport goods
- Perform pre-trip, en route and post-trip inspection of vehicle systems, equipment and accessories such as tires, lights and turning signals, brakes and cold storage
- Ensure cargo is secured properly in accordance with safety requirements and follow safety procedures for transporting dangerous goods
- Obtain special permits and other documents required to transport cargo on international routes
- Record cargo information, hours of service, distance travelled and fuel consumption
- Administer bills of lading and manually or electronically maintain log books
- Communicate with dispatcher, other drivers and customers using communication devices and on-board computers
- May perform emergency roadside repairs
- May drive as part of a two-person team or convoy
- May transport hazardous products or dangerous goods.

Short-haul and local transport truck drivers perform some or all of the following duties:

- Operate and drive primarily straight trucks to transport goods and materials mainly on local routes and short inter-urban routes
- Perform pre-trip, en route and post-trip inspection and oversee all aspects of vehicle such as condition of equipment, and loading and unloading of cargo
- May drive special purpose trucks such as tow trucks, dump trucks, hydrovac trucks or cement mixing trucks.

MILMANTAS

Immigration Services

November 28, 2018

VIA COURIER

Immigration, Refugees and Citizenship Canada
Atlantic Immigration Pilot Program
49 Dorchester Street
Sydney, NS B1P 5Z2
Dear Sirs,

Re: Application for Permanent Resident Status under the Atlantic Pilot Program
Atlantic Intermediate-Skilled Program, as per the Ministerial Instructions 23
(MI23): Atlantic Immigration Pilot

Employer: ABC Inc.

NOC 7511-C 7511 Transport truck drivers

Endorsement Cert: PEI-2018-000

Foreign National: PK, citizen of the Republic of Lithuania

ID 00000

Dependent spouse: DP, citizen of the Republic of Lithuania

ID: 00000

I have been retained to represent Mr. PK and his spouse in their application for permanent resident status. Mr. PK is applying as a long-haul truck driver (NOC 7511) via the Atlantic Intermediate-Skilled Program. A duly completed and signed Use of a Representative Form is enclosed.

About the company, ABC Inc.

ABC Inc. ("ABC") is a premier transportation company based in Charlottetown, Prince Edward Island, Canada. The company specializes in transporting temperature-controlled Canadian and US cross-border shipments and it offers a full Brokerage Division throughout North America. The company's confirmation of endorsement under the Atlantic Immigration Pilot Program by the Office of Immigration of Prince Edward Island is valid until April 24, 2019, allowing Mr. K to apply for permanent resident status under the program.

Mr. PK, the Applicant

The applicant meets the minimum requirements under the program as he:

- has accumulated previous **at least one-year** full-time (or part-time equivalent) work experience within the last three years in his primary occupation at **Skill level C NOC 7511-C** job as a truck driver
- has performed the activities in the lead statement of the NOC
- has performed a substantial number of the main duties of the NOC, including all of the essential duties
- has acquired work experience from paid work in Canada while on a valid work permit
- has a job offer from a designated employer in an Atlantic province, in particular Prince Edward Island, which is full-time and non-seasonal, indeterminate, and skill level C of the NOC
- has a high school education that is valid and equal to a Canadian equivalent which was assessed by an Educational Credential Assessment agency, by an approved agency WES, and shows that the studies are equal to a Canadian secondary certificate, diploma or degree. The ECA report is less than five years old on the date of receipt of the application, issued on October 9, 2018; and

3250 Bloor Street West, Suite 600, Toronto, ON M8X 2X9

T 647 342 7301 F 647 435 7528 E info@milmantasimmigration.com W www.milmantasimmigration.com

MILMANTAS

Immigration Services

- has a level 4 in the Canadian Language Benchmark (CLB) for listening, speaking, reading and writing, issued on May 23, 2018.

The applicant meets the minimum employment requirements because he has been employed by ABC of PEI on a full-time basis (between 40 to 60 hours per week) since August 25, 2017, and he continues to be employed with a valid work permit.

As the applicant is already living and working in Canada on a valid work permit, he is not required to demonstrate settlement funds.

In support of this application, please find enclosed the application processing fees and the Right of Permanent Residence Fees in the amount of \$2,080.00 for the applicant and his dependent spouse, photos as per the specifications, two self-addressed labels, and the following documentation:

FORMS

1. IMM5467 – Document Checklist Atlantic Intermediate-Skilled Program, 07-2018, the payment, 2 self-addressed labels, and photos for all family members
2. IMM0008 – Generic Application Form to Canada, 11-2018
3. IMM5669 – Schedule A: Background Declaration, 10-2018 for
 - a. the principal applicant, Mr. K
 - b. the dependent spouse, Ms. P
4. IMM 5650 – Offer of Employment to a Foreign National – Atlantic Immigration Pilot Program, 01-2018
5. IMM 5501 – Economic Classes – Atlantic Immigration Pilot Program together with a printout from the TD Canada Trust, for both spouses
6. IMM5562 Your Travels
7. IMM5406 – Additional Family Information, 09-2018 for
 - a. the principal applicant, Mr. K
 - b. the dependent spouse, Ms. P
8. IMM 5476 Use of a Representative Form

DOCUMENTS

1. Copy of Mr. K passport biodata page and all pages containing visas and stamps
2. Copy of Ms. P's passport biodata page and page containing stamp regarding her last entry to Canada
3. Copy of Ms. P's visitor record
4. Copy of Confirmation of Provincial Endorsement
5. Original Proof of Language Proficiency
6. Copy of an Educational Credential Assessment conducted by WES
7. Copy of Certified and translated High School Certificate and Annex

Proof of Current Work Experience in Canada

8. Copy of work permit valid from August 23, 2017, until August 23, 2019
9. Original Reference letter issued by ABC company
10. Original Job offer by ABC company
11. Original Employment Contract issued by ABC company
12. Paystubs, from January 2018 until August 31, 2018
13. Copy of samples of Driver Log: January 2017, August 2018, July 2018, June 2018, May 2018, March 2018, February 2018, January 2018 (9 pages)

MILMANTAS

Immigration Services

14. Copy of 2017 Tax Return Summary
15. Copy of T4 form for 2017

Identity and Civil Status Documents of the Dependent Family Members

16. Copy of the Marriage Certificate
17. Certified copy of Mr. K's Birth Certificate with its certified translation
18. Certified copy of Ms. P's Birth Certificate with its certified translation

Original Police Clearance Certificates, issued to:

19. Mr. K by the government of the Republic of Lithuania on March 14, 2017 with its certified translation, and
20. Ms. P by the government of the Republic of Lithuania on March 14, 2017.

I trust that the police certificates are acceptable, as the applicants have not returned to Lithuania since their arrival to Canada.

CONCLUSION

Based on the provided information and supporting documentation, it is respectfully submitted that Mr. K meets the eligibility requirements of the Atlantic Pilot Program: Atlantic Intermediate-Skilled Program. Accordingly, I kindly ask that you please issue confirmations of permanent residency to Mr. K and his dependent spouse at your earliest opportunity.

As I am a duly appointed representative, I kindly ask that all correspondence be addressed to the attention of:

Ms. Dalia Milmantas, RCIC
MILMANTAS Immigration Services
3250 Bloor Street West, Suite 600
Toronto, ON M8X 2X9

Should you have any concerns or questions with respect to this application, or should you require any additional documentation to render your decision, please do not hesitate to contact me by phone at 647.342.7301, by e-mail at info@milmantasimmigration.com, or by facsimile at 647.435.7528.

Yours very truly,

MILMANTAS Immigration Services

Dalia Milmantas, RCIC

/Enc.