

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Bus Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Bus Driver position at Acme Corporation, which I discovered on your careers page. With a strong passion for providing reliable transportation and excellent customer service, I am excited about the opportunity to contribute to your team and ensure the safety and satisfaction of your passengers.

In my previous role as a bus driver with City Transit, I successfully maintained a perfect safety record over three years while managing a daily route that served over 250 passengers. I implemented efficient route planning that reduced travel time by 15% without compromising safety. Additionally, I was recognized as 'Driver of the Month' multiple times for my commitment to punctuality and customer satisfaction, often receiving commendations from passengers for my friendly demeanor and professionalism.

Moreover, I have completed specialized training in emergency response procedures, which has equipped me to handle unforeseen situations effectively. My experience includes assisting passengers with disabilities, ensuring compliance with accessibility regulations, and fostering a welcoming environment for all riders. I am dedicated to maintaining a clean and safe bus environment, which has consistently contributed to positive feedback from both passengers and management.

I am eager to bring my skills and experience to Acme Corporation and contribute to your reputation for excellence in public transportation. I would love the opportunity to discuss my application in further detail and explore how I can be a valuable addition to your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell