

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Bus Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Bus Driver position at Acme Corporation, which I discovered on your company's careers page. With a strong commitment to providing excellent customer service and a passion for transportation, I believe I can make a valuable contribution to your team while ensuring the safety and satisfaction of passengers.

Having spent the last five years as a logistics coordinator, I have developed a keen understanding of route planning, time management, and customer interaction. In my previous role, I successfully reduced delivery times by 20% through strategic scheduling and efficient resource allocation, which directly improved client satisfaction ratings. Additionally, I implemented a training program for new drivers that emphasized safety protocols and customer service, resulting in a significant decrease in incidents and an increase in positive feedback from clients.

I am particularly drawn to Acme Corporation's commitment to community service and environmental sustainability. I admire your initiatives that prioritize safe transportation while contributing to the reduction of carbon emissions. I am eager to bring my strong problem-solving skills and dedication to teamwork to your company, as I believe that every ride is an opportunity to make a difference in the lives of passengers.

I would welcome the opportunity to discuss my application further and explore how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan A. Smith