

Jordan Michaelson

January 16, 2026

Acme Corporation

RE: Career Change Commercial Driver

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Career Change Commercial Driver position at Acme Corporation, which I discovered on Indeed. With a strong commitment to safety and a proven track record of excellent customer service, I am eager to transition my skills into a driving role and contribute to your esteemed team.

In my previous role as a logistics coordinator, I developed a keen understanding of the importance of timely deliveries and efficient route planning. I successfully managed a fleet of vehicles, optimizing delivery schedules that improved our on-time performance by 30%. My experience in coordinating with drivers and clients has honed my ability to communicate effectively and resolve issues promptly, ensuring customer satisfaction. Additionally, during my tenure, I implemented a new tracking system that reduced operational costs by 15%, showcasing my ability to enhance procedures for improved efficiency.

I am particularly drawn to Acme Corporation's commitment to safety and excellence in service. I am confident that my dedication to maintaining high standards, coupled with my strong problem-solving abilities and my eagerness to learn, will make me a valuable addition to your driving team. I would welcome the opportunity to further discuss how my background and skills align with the needs of your company.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Michaelson