

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Fleet Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Fleet Manager position at Acme Corporation, as advertised on LinkedIn. With a strong background in operations management and a passion for logistics, I am eager to leverage my skills in a new direction within the fleet management sector.

In my previous role as Operations Supervisor at XYZ Logistics, I successfully led a team that managed over 200 delivery routes daily, optimizing our scheduling process and reducing delivery times by 15%. By implementing a new fleet tracking system, we not only enhanced our operational efficiency but also improved our customer satisfaction ratings, resulting in a 25% increase in repeat business. Additionally, my experience in cross-functional collaboration with maintenance and safety teams has equipped me with a comprehensive understanding of the importance of vehicle upkeep and compliance.

I am particularly drawn to Acme Corporation's commitment to sustainability and innovation in fleet operations. I have spearheaded initiatives focused on reducing carbon emissions in my previous roles by transitioning to eco-friendly vehicles, which contributed to a 10% decrease in fuel costs annually. I believe that my proactive approach and data-driven decision-making will align well with your company's goals.

I am very enthusiastic about the opportunity to discuss how my background, skills, and achievements can contribute to the success of Acme Corporation as a Fleet Manager. Thank you for considering my application, and I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Mitchell