

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Mail Carrier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Mail Carrier position at Acme Corporation, which I discovered on your company's careers page. With a strong commitment to community service and a passion for logistics, I am eager to contribute to your team and ensure timely and reliable mail delivery.

In my previous role as a Customer Service Representative at XYZ Retail, I honed my organizational skills and attention to detail by managing over 200 customer inquiries daily, maintaining a 95% satisfaction rate. My ability to efficiently handle multiple tasks under pressure, while ensuring each customer felt valued, directly translates to the responsibilities of a Mail Carrier, where customer interaction and timely service are paramount. Additionally, during my time volunteering with a local food bank, I coordinated delivery schedules for over 300 families, ensuring every delivery was made on time and efficiently. This experience provided me with a strong understanding of the logistics involved in route planning and the importance of punctuality.

I am excited about the opportunity to bring my skills and dedication to Acme Corporation as a Mail Carrier. I am particularly impressed by your commitment to community engagement and the innovative solutions you provide in mail delivery. I believe my background in customer service and community outreach align perfectly with your values and mission. I would love the opportunity to discuss how I can contribute to your team and uphold the high standards of service that Acme Corporation is known for. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson