

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Truck Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Truck Driver position at Acme Corporation, as advertised on your careers page. With a keen interest in joining your team and contributing to your commitment to excellence in logistics, I believe my diverse background and strong work ethic make me a suitable candidate for this role.

Having spent the last five years in the logistics and warehousing sector, I have developed a solid understanding of the importance of timely and safe transportation of goods. In my previous role as a Warehouse Supervisor, I successfully coordinated the shipment of over 10,000 units monthly, ensuring that all deliveries met strict deadlines and maintained a 98% on-time delivery rate. This experience has equipped me with a deep appreciation for the nuances of the supply chain, which I am eager to apply as a truck driver. Furthermore, I have completed a defensive driving course, enhancing my ability to navigate various road conditions safely and efficiently.

In addition to my logistical experience, I pride myself on my commitment to customer service. I regularly communicated with clients to address their concerns and deliver tailored solutions, resulting in a 15% increase in client satisfaction scores during my tenure. I am excited about the opportunity to bring this customer-centric approach to Acme Corporation, ensuring that your clients receive the best service possible on the road.

I am looking forward to the possibility of discussing how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon about how I can contribute to your team as a Career Change Truck Driver.

Sincerely,

Jordan Mitchell