

Jordan Smith

January 16, 2026

Acme Corporation

RE: Commercial Driver

Dear Hiring Manager,

I am excited to apply for the Commercial Driver position at Acme Corporation, which I discovered on your company's career page. With a strong background in long-haul transportation and a commitment to safety and efficiency, I believe I can make a significant contribution to your team.

In my previous role at XYZ Logistics, I was responsible for delivering goods across state lines, consistently completing routes ahead of schedule while maintaining a 98% on-time delivery rate. My dedication to adhering to safety regulations has not only earned me the company's 'Safe Driver of the Year' award but also contributed to a 30% reduction in incident reports during my tenure. Additionally, I implemented a new route optimization strategy that decreased fuel consumption by 15%, ultimately saving the company money while enhancing customer satisfaction through timely deliveries.

I am particularly impressed by Acme Corporation's commitment to innovation in logistics and am eager to bring my skills in driving and route management to your team. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your company. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith