

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Delivery Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Delivery Driver position at Acme Corporation, as advertised on your careers page. With a proven track record in reliable delivery services and a commitment to customer satisfaction, I am excited about the opportunity to contribute to your team and ensure timely deliveries that enhance your company's reputation.

In my previous role as a Delivery Driver with Fast Lane Logistics, I consistently achieved a 98% on-time delivery rate over two years, which played a key role in maintaining strong customer relationships. I implemented a route optimization strategy that reduced fuel costs by 15% while increasing my daily delivery capacity. Additionally, I received the Employee of the Month award twice for exceptional service and performance, reflecting my dedication to exceeding customer expectations.

I am particularly drawn to Acme Corporation due to its reputation for outstanding service and innovative approach within the logistics industry. I am confident that my strong attention to detail, safety awareness, and ability to adapt to changing circumstances will allow me to excel in this role. I am eager to bring my skills in efficient delivery and customer relations to your team.

I would appreciate the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited to share how I can help enhance your delivery operations.

Sincerely,

Jordan Mitchell