

# Jordan Alex Turner

January 16, 2026

Acme Corporation

RE: Entry Level Bus Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Bus Driver position at Acme Corporation, as advertised on your careers page. With a passion for public service and a strong commitment to safety and reliability, I am eager to contribute to your team and ensure a positive experience for all passengers.

In my previous role as a transportation intern at City Transit, I successfully assisted in managing the daily operations of the bus fleet, where I developed a keen understanding of safety protocols and passenger needs. I was recognized for my attention to detail when I helped implement a new route schedule that improved on-time performance by 15%, demonstrating my ability to analyze and enhance operational efficiency. Additionally, I completed a comprehensive training program on defensive driving and customer service, which equipped me with the skills necessary to handle diverse passenger requirements while maintaining a safe driving environment.

I am particularly impressed by Acme Corporation's commitment to community engagement and sustainability in public transportation. I am excited about the opportunity to join an organization that values innovation and customer satisfaction as much as I do. I am confident that my proactive attitude and strong work ethic will make a meaningful impact on your team.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am eager to hear from you soon.

Sincerely,

Jordan Alex Turner