

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Commercial Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Commercial Driver position at Acme Corporation, which I found advertised on your website. With a strong desire to develop my driving career within a reputable organization, I am excited about the opportunity to contribute to your team and ensure the reliable delivery of goods to your clients.

In my previous role as a delivery assistant at a local logistics company, I gained valuable experience in managing the timely transportation of goods. I successfully assisted in the delivery of over 500 packages weekly, where I honed my skills in route planning and customer service. My dedication to safety was demonstrated when I achieved a 100% accident-free record during my tenure, which I believe aligns perfectly with Acme Corporation's commitment to safety and reliability.

Furthermore, I recently completed my CDL training, where I excelled in both the written and practical examinations, earning commendations from my instructors for my ability to navigate difficult routes and adhere to strict schedules. My strong work ethic and attention to detail were exemplified when I took the initiative to create a more efficient loading process during my training, reducing loading times by 15% and ensuring prompt departures.

I am eager to bring my skills and passion for driving to the Acme Corporation team. I would appreciate the opportunity to further discuss how my background, skills, and enthusiasm align with the goals of your company. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Smith