

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Delivery Driver

Dear Hiring Manager,

I am excited to apply for the Entry Level Delivery Driver position at Acme Corporation, as advertised on your careers page. With a strong commitment to customer satisfaction and a keen sense of navigation, I believe I would be a great fit for your team and contribute to the high standards of service that Acme is known for.

During my time as a logistics intern at XYZ Delivery Services, I honed my skills in route planning and time management by successfully coordinating deliveries across a busy metropolitan area. I was responsible for managing a fleet of five vehicles, where I implemented a new tracking system that improved delivery efficiency by 20%. This experience taught me the importance of punctuality and reliability, which are crucial in the delivery industry.

Additionally, I have extensive experience in customer service, having worked part-time at a retail store while completing my studies. This role required me to engage with customers directly, addressing their concerns and ensuring their satisfaction. My ability to maintain a positive attitude, even during high-pressure situations, has equipped me with the interpersonal skills necessary for a delivery driver role, where interaction with customers is vital.

I am eager to discuss how my background and enthusiasm for logistical operations align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan Thompson