

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Dispatcher

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Dispatcher position at Acme Corporation, as advertised on your careers page. With a strong commitment to providing exceptional logistical support and enhancing operational efficiency, I am excited about the opportunity to contribute to your team and help maintain the high standards that Acme Corporation is known for in the industry.

During my time as a logistics intern at XYZ Logistics, I successfully implemented a new tracking system that improved communication between drivers and our dispatch team, resulting in a 20% increase in on-time deliveries. This experience taught me the importance of clear communication and effective resource management, skills that I am eager to apply as a dispatcher. Additionally, I assisted in managing a fleet of over 15 vehicles, coordinating schedules and routes, which helped reduce fuel costs by 15% and enhanced overall operational efficiency.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and customer satisfaction. I admire your dedication to utilizing technology for better logistics solutions, and I am excited about the prospect of contributing my skills to a forward-thinking company. I am confident that my proactive approach and problem-solving abilities will enable me to thrive as an Entry Level Dispatcher.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and am eager to discuss my application further.

Sincerely,

Jordan Smith