

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Mail Carrier

Dear Hiring Manager,

I am excited to apply for the Entry Level Mail Carrier position at Acme Corporation, which I discovered on your careers page. With a strong commitment to providing exceptional service and a keen attention to detail, I believe I am well-suited to contribute to your team and help maintain your reputation for reliability and excellence.

During my previous role as a logistics intern with XYZ Delivery Services, I developed a solid understanding of the importance of efficiency in mail and package distribution. I successfully managed the sorting and organizing of over 1,000 packages daily, which improved the delivery process by 20%. My experience in coordinating with team members and ensuring timely deliveries taught me the value of teamwork and communication—skills I am eager to bring to the mail carrier role at Acme.

Additionally, my background in customer service has honed my ability to resolve issues and answer queries effectively. I received recognition from my supervisor for maintaining a customer satisfaction rate of 95% during my internship, demonstrating my commitment to meeting the needs of clients. I am confident that my experience in building positive relationships will translate effectively to the mail carrier position, where interaction with the public is key.

I am very enthusiastic about the opportunity to further discuss how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor