

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Truck Driver

Dear Hiring Manager,

I am excited to apply for the Entry Level Truck Driver position at Acme Corporation, as advertised on your careers page. With a passion for driving and a commitment to safety and efficiency, I am eager to contribute to your logistics team and uphold the excellent reputation of your company.

In my previous role as a delivery assistant at XYZ Logistics, I gained valuable hands-on experience in the transportation industry. I successfully assisted in the timely delivery of packages, which improved our on-time delivery rate by 15%. Additionally, I completed a truck driver training program where I obtained my CDL Class A license, achieving a 98% pass rate on the driving exam. This training equipped me with essential skills in vehicle operation, safety protocols, and navigation, ensuring I can effectively perform the duties required of an Entry Level Truck Driver.

I am particularly drawn to Acme Corporation because of its commitment to innovative logistics solutions and its positive work environment. I am eager to bring my strong work ethic, attention to detail, and dedication to safety to your team. I am confident that my proactive approach and willingness to learn will enable me to thrive in this role.

I look forward to the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I hope to speak with you soon to further explore how I can contribute to your team.

Sincerely,

Jordan A. Thompson