

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Fleet Manager

Dear Hiring Manager,

I am excited to apply for the Fleet Manager position at Acme Corporation, as advertised on LinkedIn. With a strong background in fleet management and logistics, I am eager to bring my expertise in optimizing operations and reducing costs to your esteemed organization.

In my previous role at Global Transport Solutions, I successfully managed a fleet of over 150 vehicles, implementing a new maintenance tracking system that decreased downtime by 25%. This not only improved our service delivery but also resulted in significant savings of approximately \$200,000 annually for the company. Additionally, I spearheaded a driver training program focused on safety and efficiency, which led to a 40% reduction in accident rates within my first year, positively impacting both our insurance premiums and employee safety records.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in fleet operations, and I am eager to contribute to such forward-thinking initiatives. I believe my track record of enhancing fleet efficiency and my passion for implementing sustainable practices align perfectly with your goals. I would welcome the opportunity to discuss how my experience and vision can help drive Acme Corporation's fleet operations to new heights.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and how I can contribute to the ongoing success of Acme Corporation.

Sincerely,

Jordan Mitchell