

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Bus Driver

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Bus Driver position at Acme Corporation, as advertised on your company's careers page. With a strong background in transportation and a commitment to safety and customer service, I am eager to bring my skills to your team and contribute to your reputation for excellence in public transportation.

Over the past five years, I have worked as a freelance bus driver, successfully transporting a diverse range of passengers across various routes. One of my key achievements includes consistently receiving high satisfaction ratings from clients – over 95% – due to my punctuality and care in accommodating passengers' needs. Additionally, I implemented a route optimization strategy that reduced travel times by an average of 15%, enhancing the overall efficiency of my service and allowing for more rides per day. My experience has equipped me with the ability to navigate both familiar and unfamiliar areas, ensuring that I provide reliable and timely transportation under all conditions.

I am particularly drawn to Acme Corporation because of your commitment to sustainability and community engagement, which aligns with my values as a driver. I am enthusiastic about the opportunity to transition from freelance to full-time, as I am eager to build long-term relationships with your team and the community. I would appreciate the opportunity to discuss how my experience and dedication can contribute to the outstanding service provided by Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and how I can be an asset to your operations.

Sincerely,

Jordan A. Mitchell