

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Delivery Driver

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Delivery Driver position at Acme Corporation, which I discovered on your careers page. With a strong background in logistics and commitment to customer satisfaction, I am eager to contribute to your team and support your delivery operations with efficiency and reliability.

During my time as a freelance delivery driver, I successfully managed a diverse range of routes, optimizing delivery times by an average of 20% through effective route planning and real-time problem-solving. One of my key achievements involved a project where I implemented a tracking system for deliveries, which led to a 95% on-time delivery rate, significantly improving customer feedback scores. Additionally, my hands-on experience with various delivery platforms has equipped me with the skills to navigate challenges quickly and ensure that customer expectations are not only met but exceeded.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in logistics, and I believe my proactive approach and strong work ethic align well with your company values. I am very much looking forward to the opportunity to discuss how my background, skills, and enthusiasms can align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Thompson