

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Dispatcher

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Dispatcher position at Acme Corporation, which I discovered on your careers page. With my extensive background in logistics and dispatch management, I am eager to bring my skills to your esteemed company, known for its commitment to efficiency and customer satisfaction.

During my freelance career, I successfully coordinated the dispatch of over 200 shipments per month for a diverse range of clients, optimizing route planning and reducing delivery times by an average of 20%. My ability to leverage technology, such as dispatch software and GPS tracking systems, allowed me to maintain a high level of communication with drivers and clients alike, ensuring that all parties were informed at every stage of the delivery process. Additionally, I implemented a feedback loop that increased customer satisfaction scores by 15%, highlighting my dedication to continuous improvement and client relations.

I am particularly drawn to this full-time role because I believe that my proactive approach and problem-solving skills would contribute significantly to Acme Corporation's operational goals. I am eager to discuss how my background and experiences align with your team's needs and how we can work together to enhance your dispatch operations. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Smith