

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Mail Carrier

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Mail Carrier position at Acme Corporation, as advertised on your company's careers page. With a proven track record of managing deliveries efficiently and a commitment to customer satisfaction, I am eager to bring my skills to your esteemed organization and contribute to your mission of providing outstanding mail services.

During my time as a freelance mail carrier, I successfully managed diverse delivery routes, ensuring timely and accurate service for over 200 clients weekly. My organizational skills allowed me to streamline delivery processes, reducing average delivery times by 15% while maintaining a 98% customer satisfaction rating. Additionally, I implemented a digital tracking system that enhanced communication with clients, facilitating real-time updates and building stronger relationships with the community I served. This experience has equipped me with the ability to adapt quickly and respond to various logistical challenges that may arise.

I am particularly drawn to Acme Corporation because of your commitment to innovation and service excellence. I admire how you have integrated technology into your operations to enhance efficiency, and I am eager to contribute my experience in this area. I am confident that my proactive approach, combined with my strong work ethic and dedication to service, aligns well with the values of your team.

I would welcome the opportunity to discuss how my background and skills would be a great fit for the Freelance To Full Time Mail Carrier role at Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping you achieve your organizational goals.

Sincerely,

Jordan Taylor