

Jordan Riley

January 16, 2026

Acme Corporation

RE: Internship Bus Driver

Dear Hiring Manager,

I am writing to express my enthusiastic application for the Internship Bus Driver position at Acme Corporation, which I discovered through your company's careers page. With a strong passion for public transportation and a commitment to safety and customer service, I am excited about the opportunity to contribute to your team and gain valuable experience in the field.

During my time volunteering with the local community shuttle service, I accumulated over 150 hours of driving experience while assisting elderly and disabled passengers. My efforts were recognized when I received a certificate of excellence for outstanding service, demonstrating my ability to engage with diverse populations and handle various situations with patience and professionalism. Additionally, I completed a defensive driving course, which equipped me with essential skills for ensuring passenger safety and vehicle maintenance. I believe these experiences have prepared me well for the challenges of the Internship Bus Driver role at Acme Corporation.

I am particularly drawn to Acme Corporation because of its reputation for prioritizing safety and community service. I am eager to work alongside skilled professionals and contribute positively to the team. I would welcome the opportunity to discuss my qualifications in more detail and explore how I can support Acme Corporation's commitment to excellence in transportation services. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Riley