

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Commercial Driver

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Internship Commercial Driver position at Acme Corporation, as advertised on your careers page. With a strong passion for driving and logistics, I am eager to contribute my skills and dedication to your team while gaining valuable experience in the commercial driving field.

During my previous role as a delivery assistant with XYZ Logistics, I successfully assisted in the timely delivery of goods across various routes, which enhanced my understanding of efficient route planning and vehicle management. I consistently received positive feedback from supervisors for my punctuality and attention to detail, which resulted in a 20% improvement in delivery efficiency over three months. Additionally, I obtained my Commercial Driver's License (CDL) in June 2023, where I excelled in both the written and practical examinations, demonstrating my commitment to safety and proficiency behind the wheel.

I am particularly impressed with Acme Corporation's commitment to sustainable logistics and innovative practices in the transportation industry. I am eager to learn from your experienced team and contribute to initiatives that enhance operational efficiency and customer satisfaction. I am confident that my strong work ethic, combined with my practical experience, makes me a suitable candidate for this internship.

I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application for the Internship Commercial Driver position. I hope to speak with you soon to explore how I can contribute to your team.

Sincerely,

Jordan Smith