

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Delivery Driver

Dear Hiring Manager,

I am excited to apply for the Internship Delivery Driver position at Acme Corporation, as advertised on your careers page. With a strong interest in logistics and customer service, I believe this opportunity perfectly aligns with my skills and career aspirations. I am eager to contribute to your team and learn from your esteemed company.

During my time as a delivery assistant at XYZ Logistics, I honed my ability to manage time efficiently while providing excellent customer service. I successfully coordinated over 50 deliveries per week, ensuring that all packages were delivered on time and in excellent condition. My dedication to punctuality and attention to detail helped improve delivery satisfaction ratings by 15% within three months. Additionally, I implemented a new tracking system that streamlined our delivery process, which reduced the average delivery time by 20%, further enhancing customer experience.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and customer satisfaction in the delivery space. I am eager to bring my strong work ethic and collaborative spirit to your team. I am confident that my proactive approach and my experience in logistics will allow me to make a meaningful contribution to your operations.

I would love the opportunity to discuss my application further and explore how I can contribute to Acme Corporation as an Internship Delivery Driver. Thank you for considering my application, and I look forward to the possibility of working together.

Sincerely,

Jordan Lee Thompson