

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Mail Carrier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Mail Carrier position at Acme Corporation, which I discovered on your careers page. With a strong commitment to providing reliable service and a passion for community engagement, I believe I would be an excellent fit for this role.

During my previous role as a volunteer at the local community center, I managed the logistics for our annual fundraising event, which included sorting and delivering materials to over 200 participants. This experience honed my organizational skills and taught me the importance of timely communication, ensuring that all necessary information reached participants without delay. Additionally, my part-time job as a delivery assistant with QuickShip provided me with hands-on experience in navigating urban routes efficiently, where I consistently achieved a 95% on-time delivery rate. This role also underscored the significance of customer service, as I frequently interacted with clients to confirm delivery details and resolve any issues.

I am eager to bring my strong work ethic and proven track record of reliability to the Internship Mail Carrier position at Acme Corporation. I am particularly impressed by your commitment to community service and look forward to the opportunity to contribute to such initiatives. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson