

# Jordan M. Carter

January 16, 2026

Acme Corporation

RE: Mail Carrier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Mail Carrier position at Acme Corporation as advertised on your company's careers page. With a strong background in customer service and logistics, I am excited about the opportunity to contribute to your team and ensure efficient mail delivery in our community.

In my previous role as a delivery driver with Fast Delivery Services, I successfully managed a daily route covering over 100 miles. My commitment to timely deliveries led to a remarkable 98% on-time rate, significantly exceeding company standards. Additionally, I implemented a new route optimization strategy that reduced delivery times by 15%, enhancing overall customer satisfaction and operational efficiency. My ability to navigate and adapt to various environments has equipped me with the skills necessary to manage the demands of a Mail Carrier role effectively.

I am particularly drawn to Acme Corporation because of your commitment to community engagement and service excellence. I am eager to bring my strong work ethic and dedication to your team. I am confident that my attention to detail and ability to manage multiple tasks under pressure will make me a valuable asset to Acme Corporation. I look forward to the possibility of discussing my application further and how I can contribute to your mission. Thank you for considering my application.

Sincerely,

Jordan M. Carter