

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Fleet Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Fleet Manager position at Acme Corporation, as advertised on your careers page. As someone passionate about logistics and fleet management, I believe this opportunity aligns perfectly with my skills and aspirations. I am eager to bring my strong organizational abilities and attention to detail to your esteemed company.

During my time as a logistics coordinator at XYZ Logistics, I successfully optimized our inventory management system, leading to a 15% reduction in operational costs over six months. By implementing a new tracking protocol, I ensured that all shipments were accounted for and delivered on time, improving our overall customer satisfaction ratings. Additionally, I took the initiative to co-host training sessions for new employees, which not only streamlined onboarding processes but also fostered a culture of safety and efficiency among the team.

Although I am entering the fleet management field without direct experience, I am committed to leveraging my skills in organization and problem-solving to contribute to your team. I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in fleet operations, and I am eager to learn and grow in this dynamic environment. I believe my proactive approach and willingness to learn will allow me to make a meaningful impact.

I would be thrilled to further discuss how my background and enthusiasm for fleet management align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith