

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Bus Driver

Dear Hiring Manager,

I am excited to apply for the Promotion Bus Driver position at Acme Corporation, which I discovered on your company website. With over five years of experience in the public transportation sector and a proven track record of ensuring passenger safety and satisfaction, I am eager to bring my skills to your esteemed organization and contribute to the high standards of service that Acme is known for.

In my previous role as a Bus Driver with City Transit, I consistently maintained a perfect safety record while driving over 20,000 miles annually. My commitment to safety was recognized when I received the 'Safe Driver Award' for two consecutive years, reflecting my dedication to following all traffic laws and regulations. Additionally, I implemented a passenger feedback system that resulted in a 30% increase in customer satisfaction ratings over six months, showcasing my ability to enhance the overall travel experience for passengers.

I am particularly drawn to this role at Acme Corporation because of your commitment to providing not just transportation but also a positive community impact. I am eager to leverage my skills in safe driving, customer service, and route management to further enhance your team's reputation. I would love the opportunity to discuss how my background and your needs align, and how I can contribute to Acme's continued success as a leading transportation provider.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Mitchell