

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Commercial Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Commercial Driver position at Acme Corporation, as advertised on your careers page. With a strong background in commercial driving and a passion for delivering exceptional service, I believe I am well-suited to contribute to your team and uphold the high standards of your esteemed company.

In my previous role as a Commercial Driver for XYZ Logistics, I successfully increased on-time deliveries by 20% over the course of a year by implementing efficient route planning and ensuring compliance with all safety regulations. My commitment to maintaining a clean driving record and a strong focus on customer service resulted in receiving the 'Driver of the Month' award three times during my tenure. Additionally, I played a key role in training new drivers, sharing best practices, and fostering a culture of safety and efficiency that improved overall team performance.

I am eager to bring my expertise in logistics and outstanding driving skills to Acme Corporation. I am particularly impressed by your commitment to customer satisfaction and operational excellence, and I am confident that my proactive approach and dedication will align well with your company's goals. I would appreciate the opportunity to discuss how my background and values can contribute to the continued success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan M. Thompson