

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Bus Driver

Dear Hiring Manager,

I am excited to apply for the Relocation Bus Driver position at Acme Corporation, as advertised on your company's career page. With a passion for customer service and a proven track record in transportation logistics, I am eager to contribute to your team and ensure safe and efficient relocations for your clients.

In my previous role as a Bus Driver for City Transport Solutions, I successfully managed a fleet of vehicles while maintaining a pristine safety record over five years, driving over 100,000 miles without a single accident. My dedication to safety protocols and passenger comfort has consistently resulted in high satisfaction ratings from passengers, illustrating my commitment to providing a positive travel experience. Additionally, I implemented a new route optimization strategy that reduced fuel consumption by 15%, demonstrating my ability to enhance operational efficiency while maintaining service quality.

I am particularly drawn to Acme Corporation due to your commitment to excellence in customer service and innovative relocation solutions. I am eager to bring my expertise in logistics and customer relations to your team. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can contribute to the success of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Mitchell