

Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Customs Broker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Customs Broker position at Acme Corporation, as advertised on your careers page. With a robust background in customs regulations and a passion for facilitating seamless relocations, I am excited about the opportunity to contribute to your team and support your clients during their transitions.

In my previous role at Global Logistics Solutions, I successfully managed the customs clearance process for over 250 international relocations annually. By implementing a proactive communication strategy with clients and customs officials, I reduced clearance times by an average of 20%, ensuring that clients experienced minimal delays during their relocations. Additionally, I developed training materials for new customs brokers on the intricacies of international relocation regulations, which improved our team's compliance rates by 30% and significantly decreased the number of returned shipments due to documentation errors.

Moreover, my strong negotiation skills helped in securing favorable duty exemptions for clients moving personal effects, resulting in an average cost savings of 15% per move. This not only enhanced client satisfaction but also fostered long-term relationships with our clientele, leading to a 40% increase in repeat business in that fiscal year. I am confident that my results-driven approach and keen understanding of customs processes make me an ideal fit for the Relocation Customs Broker role at Acme Corporation.

I am eager to discuss how my experience and skills can contribute to the success of your relocation operations. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith