

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Delivery Driver

Dear Hiring Manager,

I am excited to apply for the Relocation Delivery Driver position at Acme Corporation, which I discovered on your careers page. With a strong background in logistics and a commitment to customer satisfaction, I believe I would be a great fit for your team. Your company's reputation for excellence in relocation services resonates with my professional values and aspirations.

In my previous role as a delivery driver for XYZ Logistics, I successfully managed over 200 relocation projects within a year, consistently exceeding customer expectations. By implementing an efficient route planning system, I reduced delivery times by 20%, which not only enhanced customer satisfaction but also improved operational efficiency. Additionally, I played a pivotal role in training new drivers, where I introduced best practices for handling fragile items, leading to a noticeable decrease in damage claims by 15%.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to providing personalized relocation experiences. I am eager to bring my skills in route optimization and customer service to your team. I am confident that my proactive approach and problem-solving abilities will contribute to the success of your operations. I look forward to the possibility of discussing this exciting opportunity with you further. Thank you for considering my application.

Sincerely,

Jordan Mitchell