

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Fleet Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Fleet Manager position at Acme Corporation as advertised on LinkedIn. With over seven years of experience in fleet management and a proven track record in optimizing relocation processes, I am excited about the opportunity to contribute to your team and help drive operational excellence in your fleet operations.

In my previous role at Global Movers Inc., I successfully managed a fleet of over 150 vehicles, implementing a new tracking system that reduced relocation times by 25%. This initiative not only improved customer satisfaction scores but also significantly lowered operational costs by \$200,000 annually. Additionally, I spearheaded a comprehensive training program for drivers that enhanced safety and compliance, resulting in a 40% reduction in accident rates over two years. These achievements have equipped me with a strong foundation in both strategic management and hands-on operational execution, which I believe is crucial for the Relocation Fleet Manager position at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in fleet management, values that resonate with my professional ethos. I am eager to bring my expertise in optimizing fleet operations and improve efficiencies through data-driven decisions. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Mitchell