

Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Food Runner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Food Runner position at Acme Corporation, as advertised on your careers page. With a strong background in food service and logistics, I am excited about the opportunity to contribute to your team and ensure a seamless dining experience for guests across various locations.

In my previous role as a Food Runner at Gourmet Express, I consistently exceeded daily expectations, managing to deliver food orders within an average of 10 minutes, which increased customer satisfaction ratings by 15%. Additionally, I played a vital role in streamlining the order tracking system, collaborating with the kitchen staff to reduce order errors by 20%. My ability to adapt to fast-paced environments while maintaining a high level of service has equipped me with the skills necessary for ensuring timely and efficient food delivery.

Moreover, my experience working in a high-volume catering environment has honed my organizational skills and attention to detail. During a large-scale event, I successfully coordinated the timely delivery of over 500 meals, receiving praise from both clients and management for my ability to manage logistics under pressure. I am adept at maintaining communication with the kitchen and front-of-house staff to guarantee that all orders meet the highest standards.

I am eager to bring my skills and passion for food service to Acme Corporation and would welcome the opportunity to discuss how my experience aligns with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Smith