

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Mail Carrier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Mail Carrier position at Acme Corporation, as advertised on your careers page. With a strong background in logistics and a commitment to providing excellent customer service, I am excited about the opportunity to contribute to your team and enhance the efficiency of your mail delivery operations.

In my previous role as a Delivery Associate with XYZ Logistics, I successfully managed a high-volume route, delivering over 200 packages daily while maintaining a 98% on-time delivery rate. My ability to navigate complex urban environments and adapt to changing conditions allowed me to optimize delivery routes, resulting in a 15% reduction in fuel costs over six months. Furthermore, I played a key role in implementing a new tracking system that improved package visibility and communication with customers, leading to a 20% increase in customer satisfaction ratings.

Additionally, I have extensive experience in collaborating with teams to streamline operations and improve service delivery. While working as a part-time Warehouse Coordinator, I led a project that reorganized our shipping processes, reducing package sorting time by 30%. This experience has equipped me with the skills to work effectively in a fast-paced environment and adapt quickly to new challenges, which I believe is essential for the Relocation Mail Carrier position.

I am eager to bring my skills and achievements to Acme Corporation and would welcome the opportunity to discuss how my experience can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting position further.

Sincerely,

Jordan Mitchell