

# Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Truck Driver

Dear Hiring Manager,

I am writing to express my enthusiasm for the Truck Driver position at Acme Corporation, which I found advertised on your company's website. With my extensive experience in long-haul transportation and a commitment to safety and customer service, I am eager to contribute to your team and help maintain Acme's reputation for reliability and excellence in logistics.

In my previous role at XYZ Freight Services, I successfully managed routes across multiple states, ensuring timely delivery of goods while adhering to all safety regulations. I consistently achieved an on-time delivery rate of over 95%, which significantly contributed to a 20% increase in customer satisfaction ratings during my tenure. Additionally, I have a strong track record of performing preventative maintenance on my truck, which minimized downtime and expenses for my previous employer and extended the lifespan of the vehicle. My dedication to maintaining equipment and following safety protocols resulted in zero accidents over the past three years, reflecting my commitment to a safe driving environment.

I am excited about the opportunity to bring my skills in logistics and customer service to Acme Corporation. I am particularly impressed by your commitment to sustainability and innovative transportation solutions, and I am eager to be part of a team that prioritizes both efficiency and environmental responsibility. I would love to discuss how my experience and skills can align with your company's goals. Thank you for considering my application, and I look forward to the possibility of discussing this opportunity with you.

Sincerely,

Jordan A. Miller