

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Inventory Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Inventory Manager position at Acme Corporation, which I discovered on LinkedIn. With a robust background in supply chain management and a passion for optimizing inventory processes, I believe my skills align perfectly with the goals of your organization. I am particularly drawn to Acme's commitment to innovation and efficiency, and I am eager to contribute to those values through this role.

In my previous position as an Inventory Analyst at Global Solutions, I was instrumental in implementing a new inventory tracking system that reduced stock discrepancies by 35%. By collaborating with cross-functional teams, I designed a streamlined process that improved order fulfillment times and enhanced overall customer satisfaction. Additionally, I successfully led a project that analyzed inventory turnover rates, which resulted in a 20% reduction in holding costs for slow-moving items. These experiences have honed my analytical skills and equipped me with the tools necessary to manage inventory effectively in a dynamic environment.

I am particularly excited about the opportunity at Acme Corporation as it allows me to leverage my analytical background while embracing a new challenge. I am eager to discuss how my experience in inventory management and process optimization can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing this role further.

Sincerely,

Jordan Taylor