

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Materials Handler

Dear Hiring Manager,

I am excited to apply for the Career Change Materials Handler position at Acme Corporation, which I discovered on your careers page. With a strong background in logistics and supply chain management, I am eager to bring my skills and passion for efficiency to your team. The opportunity to contribute to a forward-thinking company like Acme is truly appealing to me, especially given your commitment to innovation in materials handling processes.

In my previous role as a Warehouse Associate at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced retrieval times by 30%. This initiative not only streamlined our operations but also significantly improved our order accuracy, resulting in a 25% increase in customer satisfaction ratings. Additionally, I played a key role in training new staff on safety protocols and best practices, contributing to a 15% reduction in workplace incidents over two years. These experiences have equipped me with a hands-on understanding of the importance of organized materials handling and the direct impact it has on overall business performance.

I am particularly drawn to this position at Acme Corporation because of your dedication to sustainability and efficiency. I am eager to leverage my logistics expertise to help optimize your materials handling processes further. I would love the chance to discuss how my background can contribute to your team and align with your company goals. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Thompson