

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Shipping Receiving Clerk

Dear Hiring Manager,

I am excited to apply for the Career Change Shipping Receiving Clerk position at Acme Corporation, as advertised on your careers page. With a strong background in logistics and a keen eye for detail, I am eager to leverage my skills in a new direction within your reputable organization.

In my previous role as a Warehouse Associate at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced discrepancies by 30%, significantly improving the overall efficiency of our shipping and receiving processes. Additionally, I consistently met daily shipping quotas while ensuring that all packages were inspected and properly labeled, which contributed to a 15% decrease in return rates due to shipping errors. My experience in collaborating with cross-functional teams also allowed me to streamline communication between departments, enhancing workflow and reducing delays in shipments.

I am particularly drawn to the opportunity at Acme Corporation due to its commitment to innovation and excellence in logistics. I believe my proactive approach to problem-solving and my background in fostering relationships with suppliers and partners will make a positive impact on your operations. I am eager to bring my dedication and work ethic to your team, helping to maintain the high standard of service that Acme Corporation is known for.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to contribute to the success of Acme Corporation as a Shipping Receiving Clerk.

Sincerely,

Jordan Mitchell