

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Supply Chain Analyst

Dear Hiring Manager,

I am excited to apply for the Career Change Supply Chain Analyst position at Acme Corporation, as advertised on LinkedIn. With a solid background in data analysis and project management, I am eager to pivot my career towards supply chain management, where I believe my analytical skills and attention to detail will add significant value to your team.

In my previous role as a Business Analyst at Tech Innovations, I led a project to streamline our inventory management process, which resulted in a 25% reduction in excess stock and improved order fulfillment rates. By leveraging data analytics tools, I identified key areas for improvement and worked collaboratively with cross-functional teams to implement changes. Additionally, my experience managing vendor relationships allowed me to negotiate better terms that saved the company over \$50,000 annually.

Moreover, I have a proven track record of using advanced Excel functions and data visualization software to present actionable insights to stakeholders. In a recent project, I developed a dashboard that tracked supply chain metrics, enabling real-time decision-making that improved operational efficiency by 15%. I am confident that my proactive approach to problem-solving and my commitment to continuous improvement align well with Acme Corporation's goals.

I am very much looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your supply chain team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Thompson