

Jordan Michaelson

January 16, 2026

Acme Corporation

RE: Career Change Supply Chain Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Supply Chain Manager position at Acme Corporation, as advertised on LinkedIn. With a solid background in logistics and operations management, I am eager to bring my skills and experiences to your innovative team and contribute to enhancing your supply chain efficiency and effectiveness.

Throughout my career, I have successfully led cross-functional teams in optimizing supply chain processes. At my previous position with XYZ Logistics, I spearheaded a project that overhauled our inventory management system, resulting in a 25% reduction in holding costs and a 15% improvement in order fulfillment times. This initiative not only enhanced our customer satisfaction ratings but also positioned us as a leader in the market. Additionally, I developed strategic partnerships with key suppliers which improved our procurement process, leading to cost savings of over \$500,000 annually. My experience in analyzing supply chain metrics and implementing data-driven solutions equips me with the insights needed to drive performance at Acme Corporation.

I am particularly drawn to this role at Acme Corporation due to your commitment to sustainability and innovative supply chain practices. I am eager to leverage my skills in project management and strategic planning to contribute to your goals and help navigate the challenges of the ever-evolving supply chain landscape. I would appreciate the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Michaelson