

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Dock Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Dock Worker position at Acme Corporation, as advertised on your company's careers page. With several years of experience in shipping and logistics, I am excited about the opportunity to contribute to your team and help maintain the high standards of efficiency and safety that Acme is known for.

In my previous role at Global Shipping Solutions, I successfully coordinated the unloading and loading of over 200 freight containers weekly, ensuring that all materials were handled with care and efficiency. My attention to detail and proactive approach allowed us to reduce turnaround time by 15%, significantly enhancing our operations. I also played a key role in implementing a new inventory management system that improved accuracy in tracking shipments, which reduced lost cargo incidents by 20% over six months.

Additionally, I am certified in forklift operation and have received training in hazardous materials handling, which I believe are vital for ensuring safety and compliance in loading operations. My ability to work collaboratively with team members and communicate effectively with supervisors has consistently contributed to a positive work environment, resulting in high morale and productivity at my previous workplaces.

I am eager to bring my skills in logistics and my dedication to safety and efficiency to the Dock Worker position at Acme Corporation. I would love the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan A. Mitchell