

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Dock Worker

Dear Hiring Manager,

I am excited to apply for the Entry Level Dock Worker position at Acme Corporation, as advertised on your careers page. With a strong interest in logistics and a commitment to safety and efficiency, I believe my skills and enthusiasm make me a perfect fit for your team. Having followed Acme Corporation's dedication to excellence in supply chain management, I am eager to contribute to your operations and support your mission of delivering outstanding service.

In my previous role as a warehouse associate during my summer internship at XYZ Distribution, I became proficient in safely loading and unloading shipments, which enhanced my understanding of dock operations. I successfully implemented a system to streamline the sorting process, resulting in a 15% reduction in time taken to prepare outgoing freight. My attention to detail ensured that all shipments were accurate and complete, minimizing errors that could lead to delays. Additionally, I have experience operating forklifts and other warehouse equipment, which I used to efficiently move and organize stock, ensuring a clean and organized working environment.

I am particularly drawn to Acme Corporation because of its reputation for fostering employee growth and development. I am eager to bring my strong work ethic, teamwork skills, and problem-solving abilities to your dock operations team. I am confident that my proactive approach and dedication to maintaining a safe and efficient work environment will make a positive impact at Acme.

I would appreciate the opportunity to further discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and helping to support your logistics efforts.

Sincerely,

Jordan Mitchell