

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Forklift Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Forklift Operator position at Acme Corporation, which I discovered on your careers page. With a strong interest in logistics and operations, 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.

During my previous role as a Warehouse Associate at XYZ Distribution, I had the opportunity to work closely with forklift operations on a daily basis. I successfully completed a certification course in forklift operation, which equipped me with the skills to handle various types of forklifts and manage warehouse inventory effectively. In my time there, I consistently achieved a 98% accuracy rate in order picking and inventory management, which directly contributed to reducing errors and improving overall productivity. Additionally, I implemented a new inventory tracking system that streamlined our processes, resulting in a 15% decrease in retrieval times.

I am particularly drawn to this position at Acme Corporation due to your commitment to safety and employee development. I am eager to bring my strong work ethic, attention to detail, and willingness to learn to your team. I believe my foundational experience in warehouse operations and my proactive approach to problem-solving will make me a valuable asset to your organization.

I look forward to the opportunity to discuss my application further and explore how I can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor