

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Inventory Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Inventory Manager position at Acme Corporation, as advertised on your company's careers page. With a strong academic background in supply chain management and hands-on experience in inventory control during my internship, I am eager to bring my skills to your team and contribute to Acme's reputation for excellence in inventory management.

During my internship at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced discrepancies by 25%. This initiative not only enhanced the accuracy of our inventory records but also improved the efficiency of order fulfillment, ultimately leading to a 15% increase in customer satisfaction ratings. Additionally, I collaborated with the warehouse team to optimize storage space, which resulted in a 10% reduction in operational costs. I am confident that my proactive approach and attention to detail will benefit Acme Corporation in managing your inventory processes effectively.

I am particularly impressed by Acme Corporation's commitment to innovation in supply chain management, and I am excited about the opportunity to contribute to such an esteemed organization. I would love to discuss how my background, skills, and enthusiasm align with the goals of your inventory management team. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Smith