

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level Logistics Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Logistics 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 logistics operations through my recent internship, I am eager to contribute to your team and help streamline your supply chain processes.

During my internship at XYZ Logistics, I successfully helped implement a new inventory management system that reduced excess stock by 20%, resulting in significant cost savings for the company. I also collaborated with a cross-functional team to optimize delivery routes, which improved on-time delivery rates from 85% to 95% over a six-month period. These experiences honed my analytical skills and reinforced my passion for logistics and operations management.

I am particularly impressed by Acme Corporation's commitment to innovation in logistics and your focus on sustainability. I am eager to bring my skills in data analysis and process improvement to your team, and I am confident that my proactive approach and ability to adapt to dynamic environments will make me a valuable asset. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your logistics team.

Thank you for considering my application. I hope to discuss my candidacy further during an interview and explore how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan A. Smith