

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Materials Handler

Dear Hiring Manager,

I am excited to apply for the Entry Level Materials Handler position at Acme Corporation, as advertised on Indeed. With a strong interest in logistics and supply chain management, I am eager to contribute to your team and help maintain the high standards of efficiency and accuracy that Acme is known for.

During my time at XYZ Warehouse, I successfully managed inventory control and helped implement a new tracking system that reduced errors by 20%. I also collaborated with team members to streamline the receiving process, which improved our turnaround time for incoming shipments by 15%. My hands-on experience in a fast-paced warehouse environment has equipped me with the skills necessary to excel in material handling, including operating forklifts safely and efficiently.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in materials management. I am eager to bring my strong work ethic and detail-oriented approach to your team. I am confident that my proactive attitude and quick learning abilities will allow me to contribute effectively to your operations from day one.

I would welcome the opportunity to discuss how my experience and skills align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your success.

Sincerely,

Jordan Smith