

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Operations Analyst

Dear Hiring Manager,

I am excited to apply for the Entry Level Operations Analyst position at Acme Corporation, which I discovered on your careers page. With a strong educational background in business analytics and a keen interest in optimizing operational processes, I am eager to contribute to your team and help drive efficiency within your operations.

During my time at university, I completed an internship with XYZ Logistics, where I analyzed operational workflows and identified areas for improvement. By implementing a new data tracking system, my team reduced processing times by 15%, leading to increased productivity and customer satisfaction. Additionally, I led a project in my capstone course that involved evaluating supply chain processes for a local retailer, where I proposed solutions that resulted in a projected cost savings of 10% annually. These experiences have equipped me with strong analytical skills, proficiency in relevant software tools, and a collaborative approach that I believe will be beneficial in the Entry Level Operations Analyst role at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to innovation and efficiency in operations. I am enthusiastic about the opportunity to further discuss how my background aligns with your needs and how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in more detail.

Sincerely,

Jordan Smith