

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Operations Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Operations Manager position at Acme Corporation, which I discovered on your company's careers page. With a strong background in process optimization during my internship at XYZ Logistics and a degree in Business Administration, I am eager to contribute to your team and support Acme's commitment to operational excellence.

During my internship at XYZ Logistics, I led a project that streamlined our inventory management system, resulting in a 20% reduction in excess stock and a 15% increase in order fulfillment efficiency. I accomplished this by employing data analytics to identify bottlenecks in the supply chain, and then collaborating with cross-functional teams to implement solutions. Additionally, I organized a training program for new hires which improved onboarding efficiency by 30%, significantly enhancing team productivity in a short period. These experiences have equipped me with the analytical, organizational, and leadership skills necessary for the Operations Manager role at Acme Corporation.

I am particularly impressed by Acme's innovative approach to operations and commitment to sustainability. I believe that my proactive mindset and problem-solving abilities align well with the values of your team. I am eager to bring my skills in project management and team collaboration to help Acme Corporation achieve its operational goals and enhance overall performance.

I would be thrilled to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak further about how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan Smith