

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Order Picker

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Order Picker position at Acme Corporation, as advertised on your careers page. With a strong commitment to efficiency and accuracy in warehouse operations, I am eager to contribute to your team and help ensure the smooth processing of orders.

During my time as a warehouse intern at XYZ Logistics, I honed my skills in inventory management and order fulfillment. I successfully contributed to a 20% reduction in order processing time by implementing a new labeling system that improved product identification and organization. Additionally, I played a key role in a team project aimed at optimizing storage space, which resulted in a more organized warehouse layout and increased capacity for incoming inventory. My ability to work collaboratively in a fast-paced environment was recognized by my supervisor, and I consistently met or exceeded performance goals.

I am particularly impressed by Acme Corporation's commitment to innovation in logistics and customer satisfaction. I am excited about the opportunity to leverage my skills in a dynamic setting where I can continue to grow professionally. I am confident that my proactive approach and attention to detail align with the standards you uphold at Acme Corporation. I look forward to the possibility of discussing how my background, skills, and enthusiasm can be a valuable addition to your team. Thank you for considering my application.

Sincerely,

Jordan Smith