

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Packer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Packer position at Acme Corporation, as advertised on your company website. With a strong interest in logistics and supply chain management, I believe this role aligns perfectly with my skills and career aspirations. Acme Corporation's commitment to quality and efficiency in packaging operations greatly resonates with my professional values, and I am excited about the opportunity to contribute to your team.

In my previous role as a warehouse associate during my internship at XYZ Logistics, I honed my packing skills by ensuring all products were accurately sorted and packaged according to strict quality standards. I improved the efficiency of the packing process by implementing a new labeling system that reduced errors by 25%. This experience taught me the importance of attention to detail and organization, which I know are crucial for the Entry Level Packer position at Acme Corporation.

Additionally, during my part-time job at a retail store, I consistently maintained a clean and organized workspace, which not only enhanced my productivity but also improved the overall customer experience. I took the initiative to train new staff on efficient packing techniques, demonstrating my ability to work collaboratively in a fast-paced environment. These experiences have equipped me with the skills necessary to excel in a role that demands precision and teamwork.

I am eager to bring my strong work ethic and dedication to Acme Corporation and would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith