

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Entry Level Production Planner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Production Planner position at Acme Corporation, as advertised on your careers page. With my strong academic background in supply chain management and hands-on experience through internships, I am eager to contribute to your team's success in optimizing production processes and improving operational efficiency.

During my internship at XYZ Manufacturing, I successfully assisted in developing a production scheduling system that reduced lead times by 15%. This experience taught me the importance of data analysis and forecasting in production planning. Additionally, I collaborated with cross-functional teams to implement a just-in-time inventory system, which not only minimized excess stock but also improved turnaround times. My involvement in these projects refined my analytical skills and provided me with a solid foundation in production methodologies that I am excited to bring to Acme Corporation.

I am particularly drawn to this role because of Acme Corporation's commitment to innovation and continuous improvement in production processes. I admire your recent initiatives to incorporate sustainable practices throughout the supply chain, and I am enthusiastic about the opportunity to contribute to such forward-thinking projects. I am confident that my proactive approach and passion for production planning will allow me to make a meaningful impact at Acme.

I look forward to the possibility of discussing my application further and exploring how my skills align with the goals of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

Jordan Alexander Smith