

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Production Supervisor

Dear Hiring Manager,

I am excited to apply for the Entry Level Production Supervisor position at Acme Corporation, as advertised on your careers page. With a background in operations management and a passion for enhancing production efficiency, I am eager to contribute to your team and support Acme Corporation's commitment to excellence in manufacturing.

During my internship with XYZ Manufacturing, I successfully led a team project that improved our assembly line efficiency by 15%. By analyzing workflow patterns and implementing a streamlined process, we reduced processing time and significantly boosted output without compromising quality. Additionally, I played a pivotal role in a safety initiative that resulted in a 20% decrease in workplace accidents over the course of six months, demonstrating my ability to prioritize both productivity and employee safety.

I am particularly impressed with Acme Corporation's dedication to sustainability and innovation in production processes. I believe my hands-on experience with lean manufacturing principles and my proactive approach to problem-solving align well with your company's goals. I am eager to bring my background in team collaboration and production oversight to help drive continuous improvement and achieve operational excellence at Acme.

I would appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation and hope to speak with you soon.

Sincerely,

Jordan Smith