

Jordan Ellis

January 16, 2026

Acme Corporation

RE: Entry Level Supply Chain Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Supply Chain Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in Supply Chain Management from the University of California and hands-on experience in data analysis, I am excited about the opportunity to contribute to your team and help optimize your supply chain operations.

During my internship at XYZ Logistics, I had the opportunity to analyze inventory levels and develop an automated reporting tool that reduced the monthly reporting time by 30%. This experience not only sharpened my analytical skills but also provided insights into the critical importance of real-time data in making informed supply chain decisions. Additionally, I successfully collaborated with a cross-functional team to implement a new supplier evaluation process that improved supplier performance metrics by 15%, ensuring timely deliveries and reducing costs.

I am particularly drawn to Acme Corporation's commitment to sustainability and innovation within the supply chain sector. I am eager to bring my analytical mindset and problem-solving abilities to your team, helping to enhance operational efficiency and contribute to strategic initiatives. I am confident that my academic foundation, combined with my practical experiences, will allow me to quickly adapt and provide valuable support as an Entry Level Supply Chain Analyst.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Ellis