

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Supply Chain Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Supply Chain Manager position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in supply chain principles and a passion for optimizing logistics, I am eager to contribute to your team and help enhance operational efficiency at Acme Corporation.

During my final year at State University, I completed an internship with a local manufacturing firm where I was responsible for analyzing their inventory management system. By implementing a new tracking software, I was able to reduce excess inventory by 20% over three months, significantly lowering costs. Additionally, as part of a team project, I developed a comprehensive supply chain strategy that improved lead times by 15%, ensuring that production schedules were met without any delays. These experiences provided me with valuable insights into the intricacies of supply chain management and the importance of strategic planning.

I am particularly drawn to Acme Corporation due to its commitment to innovation and sustainability in supply chain operations. I am eager to bring my analytical skills and problem-solving abilities to your esteemed organization. I am confident that my proactive approach and dedication to continuous improvement would make me a valuable addition to your team.

I would love the opportunity to further discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Smith