

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Warehouse Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Warehouse Manager position at Acme Corporation, which I discovered on your careers page. With a strong passion for logistics and operations, I am eager to contribute my skills and enthusiasm to a dynamic team dedicated to excellence in warehouse management.

In my previous role as a Logistics Intern at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced discrepancies by 25%, significantly improving our fulfillment accuracy. Additionally, I was responsible for optimizing the layout of the warehouse, which led to a 15% increase in efficiency during peak shipping periods. My attention to detail and organizational skills allowed me to assist in training team members on best practices, fostering a collaborative environment that supported our operational goals.

I am particularly drawn to Acme Corporation's commitment to innovation and quality, and I believe my proactive approach and problem-solving skills align perfectly with your team's objectives. I am excited about the opportunity to bring my background in logistics and my dedication to process improvement to the Entry Level Warehouse Manager role. I am eager to discuss how I can contribute to your warehouse operations and support Acme Corporation in achieving its ambitious goals.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can be an asset to your team.

Sincerely,

Jordan Taylor