

Jordan McAllister

January 16, 2026

Acme Corporation

RE: Forklift Operator

Dear Hiring Manager,

I am excited to apply for the Forklift Operator position at Acme Corporation as advertised on your company's careers page. With over five years of experience in warehouse operations and a strong commitment to safety and efficiency, I am eager to bring my skills to your team and contribute to your continued success.

In my previous position at XYZ Logistics, I was responsible for operating forklifts to move materials and products within the warehouse. I consistently achieved a 98% accuracy rate in inventory management through meticulous attention to detail and proactive communication with team members. Additionally, I implemented a new scheduling system for equipment usage that reduced downtime by 20%, significantly increasing our overall productivity. My dedication to maintaining a safe work environment led to recognition from management for achieving a full year without any workplace incidents.

I am particularly impressed by Acme Corporation's commitment to safety and operational excellence, and I am eager to bring my expertise in logistics and heavy machinery operation to your team. I am confident that my proactive approach and strong work ethic will make a valuable contribution to your operations. I would appreciate the opportunity to discuss how my skills align with the needs of your company further. Thank you for considering my application.

Sincerely,

Jordan McAllister