

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Forklift Operator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Forklift Operator position at Acme Corporation, as advertised on your careers page. With a strong background in logistics and warehouse operations, I believe my experience aligns perfectly with the needs of your team. I have long admired Acme Corporation's commitment to operational excellence and would be thrilled to contribute to your success on a full-time basis.

During my time as a freelance forklift operator, I successfully managed the logistics of several high-volume projects, ensuring timely delivery and accuracy in inventory management. For instance, at my recent assignment with XYZ Logistics, I improved the loading efficiency by 25% by implementing a new stacking technique, which minimized transit times and maximized available space. This not only enhanced the overall productivity of the warehouse but also contributed to a significant reduction in operational costs. Furthermore, I have maintained a spotless safety record throughout my career, demonstrating my commitment to workplace safety and compliance with OSHA regulations.

I am particularly drawn to the opportunity at Acme Corporation because of your emphasis on continuous improvement and employee development. I am eager to bring my expertise in forklift operations, along with my proactive approach to problem-solving, to help your team achieve its goals. I would welcome the chance to discuss how my skills and experiences align with the needs of your organization in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and am keen to discuss my fit for the role further.

Sincerely,

Jordan Smith