

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Inventory Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Inventory Manager position at Acme Corporation, which I discovered on your careers page. With a proven track record in inventory management and a passion for optimizing supply chain operations, I am confident in my ability to contribute effectively to your team.

During my recent freelance role with XYZ Retail, I successfully implemented a new inventory tracking system that reduced stock discrepancies by 30% within the first quarter. By leveraging data analytics, I identified slow-moving items and initiated a targeted clearance strategy that increased turnover by 25%, significantly improving cash flow. Additionally, I collaborated closely with suppliers to enhance lead times, resulting in a 15% decrease in stockouts during peak sales periods. These experiences have equipped me with the skills to navigate the challenges associated with inventory management and ensure that operations run smoothly.

I am particularly impressed with Acme Corporation's commitment to innovation and efficiency. I am eager to bring my expertise in inventory optimization and my results-focused approach to your esteemed organization. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Taylor