

# Jordan Avery

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Inventory Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Inventory Specialist position at Acme Corporation, as advertised on LinkedIn. With several years of experience in inventory management and a proven track record of streamlining processes, I am eager to bring my expertise to your team and contribute to the success of your operations.

In my previous role as an Inventory Consultant for a mid-sized retail company, I successfully reduced excess inventory by 30% within six months through the implementation of a new tracking system that improved accuracy and efficiency. I collaborated closely with the purchasing and sales teams to analyze trends and adjust inventories accordingly, ensuring that stock levels aligned with customer demand. Additionally, I developed a comprehensive reporting system that provided real-time insights into inventory turnover, which led to better decision-making and increased profitability.

Moreover, while working freelance for a logistics firm, I identified key areas of improvement in their supply chain management, resulting in a 15% reduction in shipping costs. By negotiating better terms with suppliers and optimizing storage layouts, I was able to enhance overall operational efficiency. These experiences have honed my analytical skills and attention to detail, enabling me to approach inventory challenges proactively.

I am enthusiastic about the opportunity to 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 team and furthering the success of your inventory management processes.

Sincerely,

Jordan Avery