

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Logistics Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Logistics Manager position at Acme Corporation, as advertised on LinkedIn. With over seven years of experience in logistics management and a proven track record of streamlining operations, I am eager to contribute my skills to your esteemed company and help enhance its logistics processes.

During my time as a freelance logistics consultant, I successfully optimized supply chain operations for multiple clients, leading to a 20% reduction in transportation costs across the board. One notable project involved revamping the inventory management system for a consumer goods company, which resulted in a 30% decrease in stock shortages and improved order fulfillment rates. Furthermore, I implemented a new freight management system that not only improved shipment tracking but also decreased delivery times by an average of two days, significantly boosting customer satisfaction.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and efficiency in logistics. I am confident that my hands-on experience and strategic approach to problem-solving would be an excellent match for your team. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan A. Thompson