

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Production Planner

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Production Planner position at Acme Corporation, which I discovered through LinkedIn. With a strong background in production planning and supply chain management, I am eager to bring my expertise to your team and contribute to the success of your operations.

In my previous role as a freelance production planner for several manufacturing companies, I successfully developed a new inventory management system that reduced excess stock by 30%. This initiative not only streamlined processes but also resulted in significant cost savings and improved cash flow. Additionally, I led a project to optimize the production schedule for a mid-sized electronics firm, aligning resources and timelines that increased on-time delivery rates by 25% over six months. These experiences have equipped me with a deep understanding of the intricacies involved in production planning and the ability to adapt to varying business needs.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative practices and continuous improvement. I am excited about the potential to work collaboratively with your team to enhance operational efficiency and drive growth. I would appreciate the chance to discuss how my background and skills align with your needs for this position, and I look forward to the possibility of contributing to the dynamic environment at Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell