

Jordan Avery

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Shipping Receiving Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Shipping Receiving Clerk position at Acme Corporation, as advertised on your company's careers page. With a solid background in logistics and supply chain management, I am excited about the opportunity to contribute my skills and experience to your esteemed team.

During my time as a freelance shipping and receiving clerk, I successfully managed inventory for multiple clients, ensuring that all shipments were tracked and delivered on time. One notable achievement was reducing shipping errors by 30% for a key client by implementing a more streamlined documentation process. This not only enhanced the efficiency of operations but also significantly improved client satisfaction. Additionally, I developed a system to optimize storage layouts, which resulted in a 20% increase in warehouse space utilization, allowing for faster processing and shipping of goods.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and excellence in logistics. I am eager to bring my proactive approach and problem-solving skills to your team, helping to enhance operational workflows and contribute to the company's success. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can contribute to the success of your shipping and receiving operations.

Sincerely,

Jordan Avery