

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Supply Chain Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Supply Chain Manager position at Acme Corporation, which I found listed on your careers page. With over seven years of experience in supply chain management, including a successful track record as a freelancer, I am eager to bring my expertise to your esteemed company and contribute to enhancing your supply chain operations.

During my freelance career, I successfully managed a project for a mid-sized manufacturing firm that resulted in a 25% reduction in operational costs within six months. By analyzing their inventory processes and implementing a just-in-time inventory system, I was able to streamline their supply chain, ultimately improving their cash flow and operational efficiency. Additionally, I collaborated with various suppliers to renegotiate contracts, achieving a 15% cost saving on raw materials without compromising quality. These experiences have equipped me with the skills necessary to effectively oversee and optimize supply chain functions in a full-time capacity.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in supply chain management. I believe my background in implementing sustainable practices, such as utilizing eco-friendly packaging and optimizing transportation routes to reduce carbon footprints, aligns well with your values. I am eager to leverage my experience to help drive Acme's supply chain initiatives forward.

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 contributing to your team and am excited about the potential to further discuss this opportunity.

Sincerely,

Jordan Taylor