

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Warehouse Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Warehouse Manager position at Acme Corporation, which I discovered on your careers page. With over seven years of experience in warehouse management and logistics, I am drawn to Acme's commitment to innovation and efficiency in supply chain operations. I believe that my hands-on experience in optimizing warehouse processes aligns perfectly with your company's goals.

During my freelance tenure, I successfully implemented a new inventory management system for a client, which reduced excess stock by 30% and improved order fulfillment speed by 25%. This project not only streamlined operations but also resulted in significant cost savings for the client. Furthermore, while managing a temporary warehouse for a seasonal distribution project, I trained and led a team of 15 staff members, enhancing productivity by 40% through effective workflow redesign and staff training initiatives. These experiences have equipped me with a strong understanding of both the technical and interpersonal skills required to excel in the role at Acme Corporation.

I am eager to bring my expertise in warehouse operations and team leadership to your company and contribute to its ongoing success. I would appreciate the opportunity to discuss how my background and enthusiasm for warehouse management can add value to Acme Corporation. Thank you for considering my application, and I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan A. Mitchell