

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Dispatcher

Dear Hiring Manager,

I am excited to apply for the Internship Dispatcher position at Acme Corporation, as advertised on your careers page. With a strong passion for logistics and a commitment to optimizing operations, I believe my skills align well with the goals of your team. I am particularly drawn to Acme Corporation's commitment to innovation in dispatch and logistics management, and I am eager to contribute to your success.

During my recent role as a logistics intern at XYZ Logistics, I gained hands-on experience in coordinating transportation schedules and managing dispatch operations. I successfully implemented a new scheduling system that reduced delivery times by 15%, which significantly improved customer satisfaction ratings. Additionally, I collaborated closely with drivers and warehouse staff to streamline communication processes, resulting in a 20% decrease in missed deliveries. These experiences have honed my ability to manage multiple priorities and communicate effectively under pressure, skills that I am eager to bring to the Internship Dispatcher role at Acme Corporation.

Moreover, I have developed strong analytical skills through my coursework in supply chain management, where I conducted a project on optimizing route planning. This project not only enhanced my problem-solving abilities but also gave me a solid understanding of geographical implications on logistics. I am confident that my academic background, combined with my practical experience, equips me to make a meaningful contribution to your team.

I am very interested in the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and would welcome the chance to discuss my application in more detail.

Sincerely,

Jordan Lee Thompson