

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Dock Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Dock Worker position at Acme Corporation, which I discovered through your company's careers page. As a dedicated and hardworking individual, I am excited about the opportunity to contribute to your team and gain hands-on experience in the logistics and shipping industry.

During my previous role as a part-time warehouse assistant, I effectively managed inventory and assisted in the loading and unloading of shipments. I consistently exceeded performance targets by ensuring that all packages were handled with care and that safety protocols were strictly followed. Additionally, I implemented a new labeling system that improved the organization of our storage area, reducing retrieval time by 20%. My experience taught me the importance of teamwork and communication, especially in a fast-paced environment like a dock.

Furthermore, I have successfully completed a logistics certification course, where I developed a solid understanding of dock operations and the importance of timely deliveries. This knowledge, combined with my strong physical stamina and attention to detail, allows me to thrive in demanding situations. I am eager to bring my skills to Acme Corporation and contribute to the efficiency of your dock operations.

I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and learning from your experienced staff.

Sincerely,

Jordan Smith