

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Forklift Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Forklift Operator position at Acme Corporation, as advertised on your careers page. With a passion for logistics and a keen interest in contributing to your esteemed organization, I am eager to bring my skills and dedication to your team.

During my recent studies in Supply Chain Management at Springfield Community College, I had the opportunity to complete a hands-on training program where I operated forklifts in a simulated warehouse environment. I successfully navigated through complex shelving layouts, increasing efficiency by 20% during simulated operations. Additionally, I played a key role in a group project focused on optimizing inventory management processes, which resulted in a 15% reduction in item retrieval times. These experiences have equipped me with a solid understanding of forklift operation safety protocols and efficient material handling.

Furthermore, I am certified in OSHA Forklift Operation, which underscores my commitment to maintaining safety standards in the workplace. I am confident that my proactive approach to learning and my attention to detail will allow me to make a positive impact at Acme Corporation. I am excited about the opportunity to learn from experienced professionals in a real-world setting and contribute to your team's success.

I would love the chance to discuss how my background, skills, and enthusiasm 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 helping to meet the operational needs of your organization.

Sincerely,

Jordan Taylor