

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Inventory Manager

Dear Hiring Manager,

I am excited to apply for the Internship Inventory Manager position at Acme Corporation, as advertised on your careers page. With a strong background in supply chain management and a passion for optimizing inventory processes, I am eager to contribute to your team and help enhance the efficiency of operations at Acme Corporation.

During my recent internship at XYZ Logistics, I successfully identified and implemented inventory tracking improvements that reduced stock discrepancies by 20%. By analyzing historical data and coordinating with the warehouse team, I developed a more accurate inventory forecasting model that not only minimized excess stock but also improved order fulfillment rates. Additionally, I led a project that streamlined the receiving process, which cut processing time by 15%, allowing our team to handle higher volumes of inventory with greater accuracy.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovation and excellence in inventory management. I am confident that my analytical skills, coupled with my proactive approach to problem-solving, would make me a valuable addition to your team. I look forward to the possibility of discussing how I can contribute to your ongoing success, and I appreciate your consideration of my application.

Sincerely,

Jordan Taylor