

Alexandra Thompson

January 16, 2026

Acme Corporation

RE: Internship Inventory Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Inventory Specialist position at Acme Corporation, which I discovered on your careers page. With a strong academic background in supply chain management and hands-on experience in inventory control, I am excited about the opportunity to contribute to your team and help improve operational efficiencies.

During my studies at State University, I completed a project where I analyzed inventory turnover rates for a local retail store, identifying key areas for improvement. By implementing a more streamlined tracking system, I was able to help reduce excess stock by 20% over a three-month period, significantly improving profitability. Additionally, I completed an internship with XYZ Logistics, where I assisted in managing inventory for a large warehouse, which involved organizing stock, conducting regular audits, and maintaining accurate records. My attention to detail and proactive nature enabled the team to minimize discrepancies by 15%, ensuring that our inventory data was reliable and up-to-date.

I am particularly drawn to Acme Corporation due to its commitment to innovation and excellence in inventory management. I am eager to bring my analytical skills and passion for supply chain optimization to your team. I would love the opportunity to discuss how I can contribute to the success of your inventory operations and support your goals for efficiency and accuracy. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Alexandra Thompson