

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Logistics Manager

Dear Hiring Manager,

I am excited to apply for the Internship Logistics Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in supply chain management and hands-on experience in logistics operations, I am eager to contribute my skills to your dynamic team and learn from industry leaders.

During my recent internship with XYZ Logistics, I successfully streamlined the order fulfillment process, which resulted in a 15% reduction in delivery times. By analyzing workflow inefficiencies and implementing a new tracking system, I not only improved customer satisfaction ratings but also contributed to a more cohesive team environment. Additionally, I led a project to optimize warehouse layout, allowing for a 20% increase in storage capacity while reducing the time needed for order picking.

I am particularly drawn to Acme Corporation's commitment to innovative logistics solutions and sustainability practices. I believe my proactive approach and analytical mindset will align well with your team's goals. I am eager to bring my background in logistics management and my passion for optimizing supply chain processes to your organization.

I would love the opportunity to discuss how my experiences align with the needs of your team and explore how I can contribute to Acme Corporation's continued success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith