

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Materials Handler

Dear Hiring Manager,

I am excited to apply for the Internship Materials Handler position at Acme Corporation, which I discovered on your careers page. With a strong interest in supply chain management and a commitment to optimizing operational efficiency, I am eager to contribute to your team and gain hands-on experience in a dynamic environment.

In my recent role as a warehouse assistant at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced discrepancies by 30% over three months. This experience taught me the importance of accuracy and efficiency in materials handling, and I am confident that my attention to detail and proactive approach will be beneficial in the Internship Materials Handler role. Additionally, I completed a project during my coursework where I collaborated with peers to redesign the layout of our mock warehouse, which led to a 25% increase in workflow efficiency. These experiences have equipped me with the skills necessary to manage inventory and materials effectively.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in materials management. I am eager to bring my skills and passion for supply chain logistics to your esteemed company and learn from your experienced team. I would welcome the opportunity to discuss how I can contribute to your operations and further my understanding of the industry.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith