

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Order Picker

Dear Hiring Manager,

I am excited to apply for the Internship Order Picker position at Acme Corporation, as advertised on your careers page. With my strong attention to detail and commitment to efficiency, I believe I would be a valuable addition to your logistics team. I am eager to gain hands-on experience in a reputable company like yours, and I am particularly drawn to Acme's dedication to innovation and excellence in order fulfillment.

During my recent experience volunteering at a local food bank, I honed my organizational skills by assisting with the sorting and distribution of food items. I was responsible for labeling and packing orders accurately, which improved our order processing time by 20%. This experience taught me the importance of precision and the impact it has on overall operations. Additionally, my part-time job at a retail store involved managing inventory and ensuring that shelves were stocked. I consistently achieved a 98% accuracy rate in fulfilling customer orders, which was recognized by my manager as a key factor in enhancing customer satisfaction.

I am particularly impressed by Acme Corporation's commitment to employee development and its focus on optimizing supply chain solutions. I am eager to contribute my skills and enthusiasm to your team while learning from the best in the industry. I would welcome the opportunity to discuss how my background and passion for logistics align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith