

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Production Planner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Production Planner position at Acme Corporation, which I discovered on your careers page. With my strong analytical skills and passion for supply chain management, I am excited about the opportunity to contribute to your team and support the efficient production planning processes at Acme.

During my recent academic project at XYZ University, I successfully developed a production scheduling model for a simulated manufacturing company, which resulted in a 20% reduction in lead time and a 15% increase in resource utilization. This experience equipped me with a solid understanding of demand forecasting and inventory management, essential skills for an effective production planner. Additionally, my internship at ABC Manufacturing involved coordinating with multiple departments to streamline inventory control processes. By implementing a new tracking system, I helped reduce stock discrepancies by 30%, ensuring that production schedules were consistently met without delays.

I am very excited about the possibility of bringing my unique skills to Acme Corporation and contributing to your innovative production strategies. I would welcome the opportunity to discuss how my background, education, and enthusiasm align with the goals of your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Mitchell