

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Shipping Receiving Clerk

Dear Hiring Manager,

I am excited to apply for the Internship Shipping Receiving Clerk position at Acme Corporation, which I discovered on your careers page. With a strong passion for logistics and supply chain management, I am eager to contribute to your team and gain hands-on experience at a leading company in the industry.

During my time at XYZ High School, I volunteered at the local community center, where I was responsible for managing inventory and organizing donations. This experience taught me the importance of accuracy and efficiency in shipping and receiving processes. For instance, I implemented a new inventory tracking system that reduced errors in stock management by 30%. Additionally, in my part-time role at ABC Retail, I assisted in the shipping department, where I processed outgoing shipments and ensured that all orders were correctly labeled and packaged. My attention to detail and ability to work under pressure allowed me to increase our shipment accuracy rate from 85% to 95% within just a few months.

I am particularly drawn to Acme Corporation because of your commitment to sustainability and innovation in logistics. I am eager to bring my strong organizational skills and proactive approach to your team. I am confident that my background and enthusiasm for the shipping and receiving field would make me a valuable asset during this internship. I would love the opportunity to discuss how I can contribute to Acme Corporation further.

Thank you for considering my application. I look forward to the possibility of discussing my application with you in more detail.

Sincerely,

Jordan Taylor