

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Supply Chain Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Supply Chain Analyst position at Acme Corporation as advertised on your careers page. With a strong academic background in Supply Chain Management and hands-on experience in data analysis, I am eager to contribute to your team and learn from the industry leaders at Acme.

During my recent internship at Global Logistics Inc., I successfully assisted in the optimization of inventory management processes, resulting in a 20% reduction in holding costs. I developed an Excel-based tool to track and analyze inventory turnover rates, which improved our forecasting accuracy. Additionally, I collaborated with cross-functional teams to streamline the order fulfillment process, which enhanced customer satisfaction and reduced delivery times by 15%. These experiences have equipped me with the analytical skills and practical knowledge to make a significant impact on Acme's supply chain operations.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in supply chain practices. I am eager to bring my passion for efficiency and my analytical mindset to your team. I believe my proactive approach and problem-solving abilities align well with Acme's goals, and I am excited about the opportunity to contribute to projects that enhance operational performance.

I would love to discuss how my background and skills can support the objectives of Acme Corporation further. Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from your esteemed organization.

Sincerely,

Jordan Smith