

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Warehouse Associate

Dear Hiring Manager,

I am excited to apply for the Internship Warehouse Associate position at Acme Corporation, as advertised on your company careers page. With a strong interest in supply chain operations and a commitment to maintaining high standards of warehouse efficiency, I am eager to contribute to your team and learn from experienced professionals in the field.

During my previous role as a warehouse volunteer at Local Food Bank, I was responsible for organizing inventory and assisting with the logistics of food distribution. I successfully implemented a new labeling system that improved the speed of order fulfillment by 20%, allowing us to better serve our community needs. Additionally, my role required me to lift and move heavy items regularly, which strengthened my physical stamina and attention to safety protocols. This experience taught me the importance of teamwork and effective communication in a fast-paced environment, which I believe are critical skills for a Warehouse Associate.

I am particularly drawn to Acme Corporation because of its reputation for innovation and commitment to excellence in logistics. I am impressed by your recent initiatives in sustainable warehouse practices and would love the opportunity to learn more about them. I am confident that my proactive approach and eagerness to gain hands-on experience will make me a valuable asset during my internship.

I look forward to the possibility of discussing how I can contribute to your team at Acme Corporation. Thank you for considering my application for the Internship Warehouse Associate role. I hope to bring my skills and enthusiasm to your esteemed company.

Sincerely,

Jordan Smith