

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Warehouse Manager

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Warehouse Manager position at Acme Corporation, which I found listed on your careers page. With a strong passion for logistics and supply chain management, I am eager to contribute my skills and learn from the industry leaders at Acme. Your commitment to innovation and efficiency aligns perfectly with my career aspirations, and I am excited about the opportunity to support your warehouse operations.

During my recent experience as a logistics intern at XYZ Logistics, I successfully implemented a new inventory tracking system that reduced discrepancies by 15%. This initiative not only improved accuracy but also enhanced team productivity, as we could locate items faster and streamline our shipping processes. Additionally, I led a project to reorganize the warehouse layout, which increased space utilization by 20% and improved our order fulfillment time. These experiences have equipped me with the practical skills necessary for effectively managing warehouse operations and optimizing logistics processes.

I am particularly drawn to this internship at Acme Corporation because of your focus on continuous improvement and technology integration in warehouse management. I am eager to bring my analytical skills and proactive approach to your team, helping to identify areas for efficiency gains and implementing best practices. I look forward to the possibility of discussing how my background, skills, and enthusiasm can contribute to the ongoing success of your warehouse operations.

Thank you for considering my application. I am excited about the opportunity to discuss my application further and explore how I can contribute to the dynamic team at Acme Corporation.

Sincerely,

Jordan Mitchell