

# Jordan McKinney

January 16, 2026

Acme Corporation

RE: Inventory Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Inventory Manager position at Acme Corporation, as advertised on your careers page. With a strong background in inventory management and logistics, I am excited about the opportunity to contribute to your team and help optimize Acme's inventory processes to support your growth objectives.

In my previous role at Global Supply Solutions, I successfully implemented an inventory tracking system that reduced excess stock by 30% over a six-month period. By analyzing sales trends and forecast data, I was able to identify slow-moving items and negotiate with suppliers to adjust our purchasing patterns accordingly. This not only minimized waste but also freed up valuable warehouse space, leading to a more efficient storage layout. Additionally, I led a cross-departmental initiative to enhance communication between inventory management and sales teams, resulting in a 15% increase in order fulfillment accuracy.

I am particularly impressed with Acme Corporation's commitment to innovation and sustainability in supply chain management. I believe that my proactive approach, combined with extensive experience in inventory software such as SAP and Microsoft Dynamics, aligns well with your team's goals. I am eager to bring my expertise in optimizing inventory processes to enhance operational efficiency and support Acme's mission.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms for inventory management can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan McKinney