

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Inventory Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Inventory Specialist position at Acme Corporation, as advertised on LinkedIn. With a strong background in inventory management and a proven track record of optimizing stock levels, I am excited about the opportunity to contribute to your team and help enhance the efficiency of your inventory processes.

In my previous role at Global Supply Co., I successfully reduced excess inventory by 25% within six months by implementing a new inventory tracking system. This initiative not only minimized holding costs but also improved the accuracy of stock levels, leading to a 15% reduction in stockouts. Additionally, I played a key role in a cross-functional team project that streamlined our order fulfillment process, which resulted in a 30% increase in order processing speed. My ability to analyze data and forecast demand effectively allowed us to adapt our inventory strategies dynamically, ensuring we met customer needs without overstocking.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovation in supply chain management. I am eager to bring my experience in inventory optimization and process improvement to your team. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan Thompson