

Jordan Alexander Smith

January 16, 2026

Acme Corporation
RE: Logistics Manager

Dear Hiring Manager,

I am writing to express my interest in the Logistics Manager position at Acme Corporation, as advertised on your company's careers page. With over eight years of experience in supply chain management and logistics, I am excited about the opportunity to contribute to your team and help streamline operations to achieve organizational goals.

In my previous role as a Logistics Supervisor at Global Transport Solutions, I successfully led a project that reduced shipping costs by 15% over two years by renegotiating contracts with carriers and optimizing route planning. This initiative not only improved our bottom line but also enhanced delivery times, increasing customer satisfaction rates by over 20%. Additionally, my implementation of a new inventory management system resulted in a 30% decrease in stock discrepancies, allowing for more efficient fulfillment processes and better inventory turnover.

I am particularly drawn to Acme Corporation's commitment to innovation in logistics and supply chain practices. I believe my proactive approach to problem-solving and my ability to analyze complex data would be an asset in achieving your company's objectives. I am eager to bring my expertise in logistics optimization and team leadership to your organization.

I would love the opportunity 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 speaking with you soon.

Sincerely,

Jordan Alexander Smith