

# Jordan A. Thompson

January 16, 2026

Acme Corporation  
RE: Materials Handler

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Materials Handler position at Acme Corporation, as advertised on your careers page. With a solid background in warehouse operations and materials management, I am excited about the opportunity to contribute to your team and support Acme's commitment to efficiency and quality in materials handling.

In my previous role at XYZ Logistics, I successfully managed inventory for a high-volume warehouse, ensuring that materials were accurately tracked and efficiently distributed. I implemented a new inventory management system that reduced discrepancies by 30%, significantly improving the accuracy of our stock levels. Additionally, my proactive approach to safety allowed us to maintain a zero-accident record during my tenure, demonstrating my commitment to creating a secure work environment for all team members. Furthermore, I collaborated closely with cross-functional teams to streamline order fulfillment, which resulted in a 15% increase in on-time delivery rates, enhancing customer satisfaction.

I am particularly impressed by Acme Corporation's dedication to innovation and sustainability in your operations. I am eager to bring my skills in materials handling, along with my strong work ethic and attention to detail, to contribute to your ongoing success. I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Thompson