

# Jordan A. Morgan

January 16, 2026

Acme Corporation

RE: No Experience Materials Handler

Dear Hiring Manager,

I am excited to apply for the No Experience Materials Handler position at Acme Corporation, as advertised on your careers page. With a strong desire to begin my career in logistics and a keen interest in the operations at Acme, I believe my enthusiasm and willingness to learn make me a great fit for your team.

While I may not have direct experience in materials handling, I have developed valuable skills through my previous work in a retail environment where I frequently managed inventory and assisted in stock organization. During my time at Retail Excellence, I successfully implemented a new inventory tracking system that improved the stock replenishment process by reducing discrepancies by 20%. This experience taught me the importance of attention to detail and efficiency in handling materials.

Additionally, I have volunteered at a local food bank where I was responsible for sorting and preparing donations for distribution. This role enabled me to hone my ability to work collaboratively in a fast-paced environment, as we often had to meet tight deadlines. My commitment to safety and organization was evident when I led a team in reorganizing the storage area, resulting in a 30% increase in our processing speed. I am confident that these experiences have given me a strong foundation to excel in the Materials Handler role.

I am eager to contribute my skills and strong work ethic to Acme Corporation and am excited about the opportunity to discuss how I can support your team. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Morgan