

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Order Picker

Dear Hiring Manager,

I am excited to apply for the No Experience Order Picker position at Acme Corporation, as advertised on your careers page. I have a strong interest in logistics and warehouse operations, and I believe that my attention to detail and willingness to learn make me a great candidate for this role. I am eager to contribute to your team and support Acme Corporation's commitment to excellence in order fulfillment.

Although I do not have direct experience in order picking, I have developed essential skills through my previous roles in customer service and retail. For instance, in my last position at a local grocery store, I consistently managed inventory restocking and organization, ensuring shelves were well-stocked and visually appealing. This required a high level of attention to detail and the ability to work efficiently under time constraints. Additionally, I often assisted in the backroom, where I gained experience in handling products and understanding the importance of accuracy in fulfilling customer needs.

I am particularly drawn to Acme Corporation because of its reputation for fostering a positive work environment and providing outstanding service to customers. I am enthusiastic about the possibility of starting my career in logistics with a company that values teamwork and individual growth. I am confident that my proactive attitude and eagerness to learn will allow me to quickly adapt to the demands of the No Experience Order Picker role.

Thank you for considering my application. I would love the opportunity to discuss how I can contribute to the success of Acme Corporation. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith