

# Jordan Lee

January 16, 2026

Acme Corporation

RE: No Experience Supply Chain Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Supply Chain Analyst position at Acme Corporation, as advertised on your careers page. With a strong academic background in Business Administration and a keen interest in supply chain management, I am eager to bring my analytical skills and problem-solving abilities to your team.

During my studies at State University, I completed a major project analyzing the logistics processes of a local company, where I identified inefficiencies that led to a 15% reduction in delivery times upon implementation of my recommendations. This experience not only honed my analytical skills but also ignited my passion for optimizing supply chain operations. Additionally, I interned at a retail outlet, where I assisted in inventory management and was able to implement a new tracking system that improved stock accuracy by 20%. These experiences have equipped me with a solid understanding of supply chain dynamics, which I am excited to apply in a professional setting.

I am particularly drawn to Acme Corporation's commitment to innovative supply chain solutions and sustainability. I am eager to contribute to your team's success by leveraging my fresh perspective and analytical mindset. I would welcome the opportunity to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Lee