

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Warehouse Associate

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Warehouse Associate position at Acme Corporation, which I discovered on your company's careers page. With a strong desire to contribute to a dynamic team and a commitment to learning, I am eager to bring my positive attitude and strong work ethic to your organization.

Though I may not have direct warehouse experience, I have developed valuable skills through my previous roles in retail and volunteering. For instance, while working at a local grocery store, I was recognized for my ability to effectively manage inventory by implementing a new organization system in the stockroom, which reduced retrieval time for products by 15%. Additionally, during my time volunteering at a community center, I successfully coordinated several large events that required careful planning and organization of supplies, demonstrating my capability to handle multiple tasks efficiently in a fast-paced environment.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in logistics. I am eager to learn from your experienced team and contribute to the efficient operations of your warehouse. I am confident that my proactive approach and willingness to learn will make me a valuable addition to your workforce.

Thank you for considering my application. I would love the opportunity to discuss how I can contribute to the success of Acme Corporation as a No Experience Warehouse Associate. I look forward to the possibility of speaking with you further.

Sincerely,

Jordan Smith