

# Jordan Smith

January 16, 2026

Acme Corporation  
RE: Operations Analyst

Dear Hiring Manager,

I am excited to apply for the Operations Analyst position at Acme Corporation, which I discovered through LinkedIn. With a strong background in data analysis and process optimization, I am eager to contribute to your team and support Acme's mission of operational excellence.

In my previous role at Tech Solutions Inc., I successfully led a project that streamlined our inventory management system, resulting in a 25% reduction in excess stock. By analyzing sales patterns and implementing a just-in-time ordering process, I not only enhanced efficiency but also saved the company over \$150,000 annually. Additionally, I collaborated with cross-functional teams to develop and launch a new dashboard that improved real-time data visibility for key stakeholders, thereby reducing decision-making time by 30%.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and continuous improvement. I am confident that my analytical skills and hands-on experience in operations will allow me to contribute significantly to your team. I would love 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 my candidacy further and exploring how I can help drive operational success at Acme Corporation.

Sincerely,

Jordan Smith