

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Order Picker

Dear Hiring Manager,

I am excited to apply for the Order Picker position at Acme Corporation, which I discovered on your company careers page. With a strong background in warehouse operations and a commitment to accuracy and efficiency, I am eager to contribute to your team and support Acme's reputation for excellence in logistics.

In my previous role at XYZ Distribution, I successfully managed order picking responsibilities and consistently achieved a 98% accuracy rate in fulfilling customer orders. By utilizing advanced inventory management software, I was able to streamline the picking process, reducing order processing time by 20%. Additionally, I implemented a new sorting system that improved the organization of inventory, which resulted in a decrease in picking errors and enhanced overall productivity within the warehouse.

Furthermore, I have a proven track record of working collaboratively in fast-paced environments. While working at ABC Logistics, I was part of a team that handled peak season workloads, where we consistently met tight deadlines. My ability to adapt quickly and maintain a positive attitude under pressure helped our team exceed monthly performance targets by 15%. I am confident that my proactive approach and dedication to teamwork would make me a valuable addition to the Acme Corporation family.

I would love the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation and am excited to hear from you soon.

Sincerely,

Jordan Mitchell