

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Production Supervisor

Dear Hiring Manager,

I am excited to apply for the Production Supervisor position at Acme Corporation, as advertised on your careers page. With a solid background in manufacturing operations and a proven track record in team leadership, I am eager to contribute to your team's success and help drive continuous improvement initiatives at Acme.

In my previous role as a Production Lead at XYZ Manufacturing, I successfully managed a team of 20 employees and implemented a lean manufacturing strategy that reduced production cycle time by 15%. This initiative not only enhanced operational efficiency but also improved product quality, leading to a 25% decrease in customer complaints over the last year. Additionally, I played a key role in a cross-departmental project that introduced a new inventory management system, which streamlined our supply chain and reduced excess inventory by 30%. These experiences have equipped me with the skills necessary to lead teams effectively while understanding the intricacies of production processes.

I am particularly drawn to Acme Corporation because of your commitment to innovation and quality in manufacturing. I believe my background in fostering a safety-first culture and my dedication to employee development align well with your company's values. I am excited about the possibility of bringing my expertise in process optimization and team leadership to your organization.

I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team as a Production Supervisor.

Sincerely,

Jordan Mitchell