

# Jordan Miller

January 16, 2026

Acme Corporation

RE: Promotion Forklift Operator

Dear Hiring Manager,

I am excited to express my interest in the Promotion Forklift Operator position at Acme Corporation, as advertised on your careers page. With my extensive experience in warehouse operations and a strong dedication to safety and efficiency, I am eager to contribute to your team and help drive productivity in your facilities.

During my five years as a Forklift Operator at XYZ Logistics, I consistently demonstrated my ability to exceed performance metrics. I was recognized for achieving a 30% reduction in loading times by implementing a more efficient routing system for our forklifts. Additionally, I played a key role in a project that improved inventory accuracy by 15%, which involved training my peers on best practices for lifting and transporting goods safely. My proactive approach helped reduce workplace accidents and fostered a culture of safety among my colleagues.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to operational excellence and employee development. I am confident that my skills in forklift operation, alongside my proven track record of improving processes, align well with the objectives of your team. I would welcome the chance to further discuss how my background, skills, and certifications could contribute to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to speak with you about how I can be an asset to your team as a Promotion Forklift Operator.

Sincerely,

Jordan Miller