

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Relocation Dock Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Dock Worker position at Acme Corporation, as advertised on your careers page. With a solid background in logistics and material handling, I am excited about the opportunity to contribute to your team and enhance your relocation operations.

In my previous role at XYZ Logistics, I successfully managed the safe and efficient loading and unloading of freight for over 200 shipments per week. By implementing a new organizational system for our dock area, I was able to reduce processing time by 15%, which not only improved our turnaround time but also enhanced overall team productivity. Additionally, I played a crucial role in a project aimed at relocating equipment across multiple facilities, where I coordinated with various departments to ensure a seamless transition that maintained our service levels during the process.

I am particularly drawn to Acme Corporation due to your commitment to innovation and excellence in logistics. I believe my hands-on experience and proactive approach to problem-solving align well with your goals. I am eager to bring my expertise in dock operations and my passion for efficiency to your team. I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Alexander Smith