

# Jesse Thompson

January 16, 2026

Acme Corporation

RE: Relocation Forklift Operator

Dear Hiring Manager,

I am excited to apply for the Relocation Forklift Operator position at Acme Corporation, which I discovered on your careers page. With a solid background in logistics and material handling, I am eager to contribute my skills to your team and assist in ensuring efficient relocation processes within your facility.

In my previous role at Global Logistics Solutions, I successfully managed the relocation of over 1,500 units of merchandise during a major warehouse move. By utilizing advanced forklift techniques and ensuring compliance with safety regulations, I increased the speed of the operation by 30% while maintaining an accident-free record. Moreover, I played a key role in training new staff on the proper operational protocols for various forklift models, which improved overall team productivity by 20% in just three months.

I am particularly drawn to this position at Acme Corporation due to your commitment to innovation in logistics and your impressive safety record. I am confident that my attention to detail and strong work ethic will make me a valuable asset to your team. I would appreciate the opportunity to discuss how my experience and skills can contribute to the ongoing success of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jesse Thompson