

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Inventory Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Inventory Manager position at Acme Corporation, as advertised on LinkedIn. With over seven years of experience in logistics and inventory management, I am excited about the opportunity to contribute my expertise in optimizing relocation processes and enhancing operational efficiency in your esteemed organization.

In my previous role at Global Move Solutions, I successfully managed the inventory for over 1,000 residential and commercial relocations annually. By implementing a new inventory tracking system, I improved the accuracy of our inventory counts by 25% and significantly reduced the time spent on physical audits. This initiative not only streamlined our operations but also enhanced customer satisfaction, evidenced by a 15% increase in positive feedback regarding inventory management during the relocation process. Furthermore, I led a cross-functional team to minimize relocation costs, achieving savings of over \$200,000 within the first year by renegotiating vendor contracts and optimizing transportation routes.

I am eager to bring my proven track record of effective inventory management and my passion for enhancing relocation services to Acme Corporation. I believe that my skills align well with your company's commitment to providing seamless relocation experiences. I would welcome the opportunity to discuss how my background, skills, and vision align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan A. Thompson