

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Logistics Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Logistics Manager position at Acme Corporation, as advertised on your careers page. With over eight years of experience in logistics and supply chain management, I am eager to contribute my expertise in optimizing relocation processes to enhance operational efficiency and customer satisfaction at Acme.

In my previous role as a Logistics Coordinator at Global Moves Inc., I successfully managed a large-scale employee relocation project for a Fortune 500 client, overseeing the seamless relocation of over 150 employees across various states. By implementing a new tracking system, I reduced logistical delays by 30%, ensuring timely arrivals and significantly improving client satisfaction ratings. Additionally, I spearheaded an initiative to negotiate contracts with relocation service providers, resulting in a 15% cost reduction while maintaining high service quality. These experiences have equipped me with the skills necessary to effectively oversee complex logistics operations and improve overall performance in the relocation sector.

I am particularly impressed by Acme Corporation's commitment to innovation and customer-centric solutions within the logistics industry. I am excited about the opportunity to bring my background in relocation logistics and my proactive approach to your esteemed team. I would welcome the chance 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 opportunity to speak with you further.

Sincerely,

Jordan A. Mitchell