

Jordan Michaels

January 16, 2026

Acme Corporation

RE: Relocation Materials Handler

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Materials Handler position at Acme Corporation, as advertised on your careers page. With over five years of experience in logistics and materials handling, I am excited about the opportunity to contribute to your team and ensure seamless transitions for your clients during relocation processes.

Throughout my career, I have successfully managed numerous relocation projects, ensuring the efficient handling and transportation of materials. At my previous job with XYZ Logistics, I played a key role in a high-stakes relocation for a major corporate client, where I coordinated the packing and transportation of over 1,000 items within a tight deadline. My meticulous planning and attention to detail resulted in zero damages and high client satisfaction, which ultimately led to repeat business for the company. Additionally, I implemented a new inventory tracking system that improved our efficiency by 30%, allowing us to accurately monitor materials in real-time and reduce misplaced items during relocations.

I am particularly drawn to Acme Corporation's commitment to customer satisfaction and innovation in logistics. I believe my hands-on experience and proactive approach to problem-solving align well with the standards of excellence you uphold. I am eager to bring my skill set to your team, helping streamline processes and deliver exceptional service to clients during their relocation journeys.

I would welcome the opportunity to discuss how my background and expertise can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Michaels