

Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Order Picker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Order Picker position at Acme Corporation, as advertised on your careers page. With a strong background in logistics and a proven track record of efficiency in order picking, I am excited about the opportunity to contribute to your team and help streamline your relocation processes.

During my previous role at XYZ Logistics, I successfully improved the order picking accuracy rate to 99.5% by implementing a systematic approach to inventory management and training new hires on best practices. Additionally, I played a key role in optimizing the layout of the warehouse, which led to a 20% reduction in time spent picking orders. My experience in utilizing warehouse management systems has equipped me with the skills necessary to enhance operational productivity and minimize errors in a fast-paced environment.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation in logistics and your emphasis on employee development. I am eager to bring my dedication to accuracy and efficiency to your team, ensuring that all relocation orders are processed smoothly and timely. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the goals of your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you in more detail.

Sincerely,

Jordan Smith