

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Production Supervisor

Dear Hiring Manager,

I am excited to apply for the Relocation Production Supervisor position at Acme Corporation, as advertised on your careers page. With over seven years of experience in logistics and team management, I am eager to bring my skills in production oversight and operational efficiency to your esteemed team.

In my previous role as a Production Supervisor at Global Movers Inc., I successfully led a team of 20 in managing relocation operations for both residential and commercial clients. One of my key achievements was streamlining our packing and loading processes, which resulted in a 30% reduction in time spent on-site and increased client satisfaction scores by 15%. Additionally, I implemented a training program for new employees that reduced onboarding time by 25%, enabling our team to adapt quickly to the fast-paced relocation environment.

I am particularly drawn to this role at Acme Corporation due to your commitment to innovation and customer excellence. I am confident that my proactive approach to solving logistical challenges, coupled with my strong leadership skills, will be an asset to your team. I am eager to discuss how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application. I look forward to the opportunity for further discussion.

Sincerely,

Jordan Mitchell