

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Shipping Receiving Clerk

Dear Hiring Manager,

I am excited to apply for the Shipping Receiving Clerk position at Acme Corporation, as advertised on your careers page. With a strong background in logistics and inventory management, I am confident in my ability to contribute effectively to your team and support Acme's commitment to efficiency and accuracy.

In my previous role at XYZ Logistics, I successfully managed the shipping and receiving operations for a high-volume warehouse, processing over 500 shipments weekly. By implementing a new tracking system, I reduced shipping discrepancies by 20%, which significantly improved customer satisfaction and streamlined operations. Additionally, I played a key role in a team project aimed at reorganizing the warehouse layout, which enhanced our picking efficiency by 30% and reduced the time spent on inventory counts.

I am particularly drawn to this position at Acme Corporation due to your reputation for excellence in supply chain management. I am eager to bring my skills in inventory control, order fulfillment, and cross-departmental collaboration to your esteemed company. I am confident that my proactive approach and attention to detail will make a positive impact on your shipping and receiving processes.

I would appreciate the opportunity to discuss how my experience aligns with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your success.

Sincerely,

Jordan Mitchell