

# Jordan Michaels

January 16, 2026

Acme Corporation

RE: Supply Chain Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Supply Chain Analyst position at Acme Corporation, as advertised on LinkedIn. With a robust background in supply chain management and a keen analytical mindset, I am excited about the opportunity to contribute to your team and help optimize your supply chain operations.

In my previous role at Global Logistics Solutions, I successfully led a project that reduced inventory holding costs by 20% through the implementation of a new demand forecasting model. By analyzing historical sales data and market trends, I was able to identify patterns that informed our purchasing strategy, ultimately improving our inventory turnover rate and freeing up valuable cash flow. Additionally, I collaborated with cross-functional teams to streamline our vendor selection process, which resulted in a 15% decrease in procurement lead times, enhancing overall supply chain efficiency.

Moreover, I played a pivotal role in a software migration project that transitioned our supply chain management system to a more integrated platform. This initiative not only improved data accuracy but also provided real-time insights into our supply chain performance. As a result, we were able to make data-driven decisions that increased our operational efficiency by 25%. My ability to leverage data analytics and my strong problem-solving skills have consistently enabled me to drive improvements in supply chain processes.

I am very interested in the opportunity to discuss how my background, skills, and enthusiasms 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