

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Supply Chain Manager

Dear Hiring Manager,

I am thrilled to apply for the Supply Chain Manager position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in supply chain management and a proven track record in optimizing logistical processes, I am excited about the opportunity to contribute to your team and enhance your supply chain operations.

In my previous role at XYZ Logistics, I successfully led a project that resulted in a 20% reduction in overall transportation costs by renegotiating contracts with major carriers and implementing a new route optimization software. This initiative not only improved our bottom line but also reduced delivery times by an average of three days, significantly enhancing customer satisfaction. Additionally, I spearheaded the integration of a new inventory management system that streamlined operations and reduced stock discrepancies by 30%, ensuring that our inventory levels were aligned with customer demand.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability within the supply chain. I am eager to bring my expertise in data analysis and strategic sourcing to your esteemed company. I am confident that my ability to develop and implement effective supply chain strategies will positively impact your operations and align with your goals for continuous improvement.

I would love the opportunity to discuss how my experience and vision can contribute to the ongoing 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 Taylor