

Jordan H. Taylor

January 16, 2026

Acme Corporation

RE: Warehouse Associate

Dear Hiring Manager,

I am excited to apply for the Warehouse Associate position at Acme Corporation, as advertised on LinkedIn. With my extensive experience in warehouse operations and a proven track record of improving efficiency, I am confident that I would be a valuable addition to your team. Acme's commitment to excellence in logistics and supply chain management greatly resonates with my professional values and ambitions.

In my previous role at XYZ Logistics, I successfully managed inventory levels, which resulted in a 15% reduction in stock discrepancies over six months. By implementing a new inventory tracking system, I streamlined the process of receiving and storing products, which improved our overall efficiency. Additionally, I led a team of five during a peak season where we achieved a 20% increase in output without compromising quality or safety standards, highlighting my ability to thrive in high-pressure environments.

Moreover, my commitment to safety has always been a priority. I completed OSHA safety training and consistently exceeded safety compliance benchmarks, leading to zero workplace accidents during my tenure. I pride myself on my attention to detail and my ability to follow protocols rigorously, ensuring the well-being of my colleagues while maintaining an efficient workflow.

I am eager to bring my skills and experience to Acme Corporation and contribute to your success. I would appreciate the opportunity to discuss how my background aligns with your needs further. Thank you for considering my application.

Sincerely,

Jordan H. Taylor