

Jordan Smith

January 16, 2026

Acme Corporation

RE: Warehouse Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Warehouse Manager position at Acme Corporation, as advertised on your careers page. With over eight years of experience in warehouse operations and logistics management, I am eager to bring my expertise in inventory control, team leadership, and process optimization to your esteemed company.

In my previous role as Warehouse Supervisor at XYZ Logistics, I successfully led a team of 25 in a high-volume warehouse environment, achieving a 20% reduction in operational costs within the first year. By implementing a new inventory management system, I was able to streamline processes and enhance accuracy, resulting in a 30% decrease in order fulfillment errors. Additionally, I spearheaded a safety initiative that improved compliance with OSHA standards, leading to a significant drop in workplace incidents and enhancing overall employee morale.

I am particularly impressed by Acme Corporation's commitment to innovation in supply chain management and would love the opportunity to contribute to such a forward-thinking organization. I am confident that my hands-on experience and strategic insights align well with your goals for operational excellence. I look forward to the possibility of discussing how I can help enhance your warehouse operations and support Acme Corporation's mission.

Thank you for considering my application. I am eager to discuss my candidacy further and explore how my background can benefit your team.

Sincerely,

Jordan Smith