

JORDAN REYES

Columbus, OH | (555) 010-0142 | jordan.reyes@example.com

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Hiring Team

Northfield Logistics, Columbus, OH

Re: Operations Coordinator

Dear Hiring Team,

Your Operations Coordinator posting asks for someone who can keep a busy floor accurate, train people well and solve problems before they slow the line down. That is the work I have done every night for the last three years as a shift lead at Midway Distribution.

On my 14-person shift, I raised pick accuracy from 97.1% to 99.3% by adding a simple second scan at packing, and I trained 22 new hires, 19 of whom were still with us after 90 days. When receiving started backing up, I worked with the day-shift lead to reorganize the dock, which cut dock-to-stock time by 18%.

I noticed your posting mentions coordinating with a bilingual team. I speak English and Spanish, and I have used both every day to train and support my crew. I am also forklift certified and OSHA 10 trained, and I am comfortable with WMS systems, RF scanners and Excel.

I would welcome the chance to talk about how I can help Northfield keep orders accurate and on time. Thank you for your time and consideration.

Sincerely,

Jordan Reyes