

L|O

LEAH OKAFOR

Charlotte, NC

September 14, 2026
Oak Trail Distribution

Dear Hiring Manager,

I am applying for the Inventory Coordinator role at Oak Trail Distribution. I would like a role with more responsibility for inventory records and regular stock counts. My current warehouse coordination experience would help me support the careful stock checks and follow-up your Charlotte warehouse needs.

At Eastgate Supply, I check incoming quantities and product codes against delivery paperwork. I organize regular stock counts with the supervisor and investigate differences before records are changed.

When products with similar names but different pack sizes were getting mixed up during counts, I checked the item codes with the supervisor. I helped replace the bin labels with clearer codes and pack sizes, and we counted those locations again before updating the system. I now flag unclear labels before the next count rather than leaving them for the team to work around.

I also coordinate receiving and dispatch paperwork for a warehouse team of nine people. I prepare dispatch documents and confirm which orders are ready for carrier pickup.

Thank you for considering my application. I would welcome a conversation about how I could support accurate stock records and daily dispatch work at Oak Trail Distribution.

Best regards,

Leah Okafor