

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Account Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Account Manager position at Acme Corporation, as advertised on LinkedIn. With a strong background in client relations and a passion for driving impactful change, I am eager to bring my skills to your dynamic team and contribute to the stellar reputation Acme holds in the industry.

In my previous role as a Project Coordinator at Tech Innovations, I successfully managed a portfolio of over 20 client accounts, leading to a 30% increase in customer satisfaction scores within just six months. One of my key achievements involved implementing a new communication strategy that significantly streamlined our project updates, resulting in a reduction of response times by 40%. This not only improved client retention but also fostered a collaborative environment that empowered team members to deliver exceptional results. Additionally, my experience in training and onboarding new team members equipped me with the ability to identify individual strengths and adapt my approach, ensuring that each client received personalized attention and support.

I am particularly drawn to Acme Corporation because of your commitment to innovative solutions and customer-centric strategies. I would love the opportunity to discuss how my background in account management and my dedication to developing long-term client relationships can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Taylor