

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Chief Information Officer

Dear Hiring Manager,

I am excited to apply for the Career Change Chief Information Officer position at Acme Corporation, which I discovered on LinkedIn. With a unique blend of technical expertise and strategic leadership experience, I am eager to leverage my skills to drive innovation and enhance operational efficiency at Acme.

In my previous role as a Senior IT Manager at Tech Innovations, I successfully led a cross-functional team to implement a new enterprise resource planning (ERP) system that streamlined operations and reduced costs by 20%. This project not only improved our data accuracy but also empowered our teams with real-time analytics, allowing for better decision-making across departments. Additionally, I spearheaded a cybersecurity initiative that enhanced our network security, resulting in zero data breaches over a three-year period. My ability to bridge the gap between technology and business objectives has consistently delivered measurable results.

I am particularly drawn to Acme Corporation's commitment to technological advancement and its dynamic approach to problem-solving. I believe that my background in IT management, combined with my passion for fostering innovative solutions, aligns well with your company's vision. I am eager to bring my strategic insight and collaborative mindset to your executive team, and I am confident that my experience can contribute to Acme's continued success.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor