

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Chief Operating Officer

Dear Hiring Manager,

I am excited to apply for the Career Change Chief Operating Officer position at Acme Corporation, as advertised on LinkedIn. With a robust background in operations management and strategic leadership, I am eager to leverage my diverse skill set to help Acme drive efficiency, enhance performance, and achieve its ambitious growth targets.

In my previous role as Director of Operations at Global Tech Solutions, I spearheaded a comprehensive operational overhaul that resulted in a 30% increase in productivity and a significant reduction in operational costs by 20%. By implementing new project management methodologies and fostering cross-department collaboration, I was able to streamline processes and enhance service delivery across the organization. Additionally, I led a team of 50+ employees through a transformational change initiative that not only improved employee engagement scores but also elevated customer satisfaction rates by 15%, underscoring my commitment to aligning operations with strategic goals.

Moreover, my experience in data-driven decision making has been pivotal in driving operational excellence. At Innovative Manufacturing Inc., I introduced a performance analytics system that provided real-time insights and enabled proactive management of key performance indicators. This initiative empowered our leadership team to make informed decisions, ultimately leading to a year-over-year revenue growth of 25% during a challenging economic climate. I am passionate about using data to inform strategies that not only optimize operations but also foster a culture of continuous improvement.

I am enthusiastic about the opportunity to contribute to Acme Corporation's vision and would welcome the chance to discuss how my experience and leadership style align with your objectives. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Mitchell