

Jordan Morgan

January 16, 2026

Acme Corporation

RE: Career Change Chief People Officer

Dear Hiring Manager,

I am excited to apply for the Career Change Chief People Officer position at Acme Corporation, as advertised on your company's careers page. With over 15 years of experience in human resources and organizational development across various industries, I am eager to leverage my expertise in creating inclusive and high-performing workplace cultures to contribute to Acme's mission of innovation and growth.

In my previous role as Vice President of Human Resources at Tech Innovations, I successfully led a company-wide transformation initiative that improved employee engagement scores by 30% within just one year. By implementing a comprehensive training program focused on diversity and inclusion, I fostered a sense of belonging among employees, which directly contributed to a 25% reduction in turnover rates. Additionally, I spearheaded the adoption of a new performance management system that aligned individual goals with organizational objectives, resulting in a 40% increase in productivity across departments.

My approach to leadership is grounded in collaboration and empowerment, which I believe are essential qualities for a successful Chief People Officer. I am particularly drawn to the opportunity at Acme Corporation, as I admire your commitment to employee development and corporate social responsibility. I am looking forward to the chance to discuss how my background in HR transformation and strategic people management can align with your goals and initiatives at Acme. Thank you for considering my application; I hope to speak with you soon to explore this opportunity further.

Sincerely,

Jordan Morgan