

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change District Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change District Manager position at Acme Corporation, which I discovered on LinkedIn. With over ten years of experience in operational management and team leadership across various sectors, I am excited about the opportunity to leverage my skills in a new and challenging environment. Acme Corporation's commitment to innovation and customer satisfaction aligns perfectly with my professional philosophy, and I am eager to contribute to your organization's continued success.

In my previous role as Regional Operations Manager at XYZ Enterprises, I successfully led a team of 50 employees in delivering exceptional operational efficiency, resulting in a 20% reduction in costs over two years without compromising service quality. I implemented new performance metrics and streamlined processes, which not only improved employee productivity but also increased customer satisfaction scores by 15%. Additionally, I spearheaded a training program that enhanced team capabilities, leading to a 30% increase in sales across the region. These achievements have honed my leadership skills and demonstrated my ability to drive results, which I believe are essential for the District Manager role at Acme Corporation.

I am excited about the prospect of bringing my diverse background in operational excellence and team management to Acme Corporation. I look forward to the opportunity to discuss how my experience can contribute to your team's success. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Taylor