

# Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Career Change Employee Relations Specialist

Dear Hiring Manager,

I am excited to apply for the Career Change Employee Relations Specialist position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in team management and conflict resolution, I am eager to leverage my skills in a new role that directly supports employee engagement and workplace harmony.

In my previous role as a Team Lead at Innovative Solutions, I successfully managed a diverse team of 20 individuals, where I implemented a conflict resolution strategy that reduced grievance incidents by 30% within one year. This experience equipped me with the ability to navigate complex interpersonal dynamics and foster an inclusive workplace culture. Additionally, I spearheaded an employee feedback initiative that led to a 25% increase in employee satisfaction scores, demonstrating my commitment to understanding and advocating for employee needs, which I believe is crucial for the Employee Relations Specialist role.

I am particularly drawn to Acme Corporation's commitment to creating a supportive work environment and believe that my background in leading teams and enhancing employee relations aligns perfectly with your goals. I am eager to bring my proactive approach to employee engagement and my analytical skills to your HR team. I would love the opportunity to discuss how my experiences and vision can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further and contributing to the outstanding employee relations at Acme Corporation.

Sincerely,

Jordan Avery Thompson