

Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Career Change General Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change General Manager position at Acme Corporation, as advertised on LinkedIn. With a diverse background in operations management and a proven track record of driving organizational change, I am excited about the opportunity to leverage my skills to contribute to your team and help steer Acme Corporation towards its strategic goals.

In my previous role as Operations Director at Stellar Innovations, I successfully led a cross-functional team through a comprehensive restructuring process that resulted in a 30% increase in operational efficiency. This initiative not only improved productivity but also enhanced employee engagement, showcasing my ability to manage change effectively while aligning team objectives with corporate strategy. Additionally, I spearheaded the implementation of a new project management framework that reduced project delivery timelines by 25%, enabling the company to respond more swiftly to market demands.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and continuous improvement. I believe that my background in operational excellence and my experience in leading teams through transitions will be beneficial in driving growth and adapting to new challenges within the organization. I am eager to bring my strategic vision and hands-on approach to your team, fostering a culture of collaboration and accountability.

I would welcome the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Avery Smith