

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Hospital Administrator

Dear Hiring Manager,

I am excited to apply for the Career Change Hospital Administrator position at Acme Corporation, as advertised on your careers page. With a strong background in operations management and a passion for improving patient care, I am eager to leverage my skills in a healthcare setting where I can make a meaningful impact.

In my previous role as Operations Manager at Greenfield Technologies, I successfully led a team to streamline processes that enhanced overall efficiency by 25%. This initiative not only reduced operational costs but also improved service delivery times, significantly enhancing customer satisfaction. Additionally, I spearheaded a project that integrated a new inventory management system, resulting in a 40% reduction in waste and optimizing resource allocation—skills that I believe are transferable to managing hospital operations effectively.

Furthermore, my experience volunteering with local non-profits has provided me with insight into the unique challenges faced by healthcare facilities. I developed a community outreach program that connected underprivileged families with healthcare resources, demonstrating my commitment to patient advocacy and community health. I am keen to bring this same level of dedication and innovative thinking to the Hospital Administrator role at Acme Corporation.

I am enthusiastic about the opportunity to discuss how my background in operations management can contribute to the outstanding services at Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my fit for this position further.

Sincerely,

Jordan Mitchell