

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Inventory Specialist

Dear Hiring Manager,

I am excited to apply for the Career Change Inventory Specialist position at Acme Corporation, as advertised on LinkedIn. With a robust background in inventory management and a passion for helping individuals navigate career transitions, I believe I can contribute significantly to your team and the transformative work you do.

In my previous role as an Inventory Coordinator at XYZ Logistics, I successfully implemented a new inventory tracking system that increased accuracy by 30% and reduced excess stock by 15%. This project not only streamlined operations but also improved overall profitability. Additionally, I led workshops for staff on optimizing inventory processes, which fostered a culture of continuous improvement and engagement within the team. My experience in mentoring individuals seeking to enhance their career paths has equipped me with the skills necessary to guide others through the complexities of career change, aligning perfectly with the responsibilities of the Career Change Inventory Specialist.

I am particularly drawn to this role at Acme Corporation because of your commitment to fostering professional growth and assisting individuals in finding fulfilling career paths. I am eager to bring my expertise in inventory management and my passion for career development to your organization. I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to your mission.

Sincerely,

Jordan M. Thompson