

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change It Manager

Dear Hiring Manager,

I am excited to apply for the Career Change IT Manager position at Acme Corporation, which I discovered on LinkedIn. With a strong background in project management and a passion for technology, I am eager to bring my experience in leading cross-functional teams and driving organizational change to your esteemed company. The prospect of contributing to a dynamic environment like Acme, known for its commitment to innovation, deeply resonates with my professional ambitions.

In my previous role as a Project Manager at XYZ Solutions, I successfully led a team of 15 in implementing a comprehensive project that integrated new software solutions, resulting in a 30% increase in operational efficiency. By fostering collaboration between IT and business departments, we not only met our deadlines but also exceeded client expectations, which led to a 20% increase in customer satisfaction ratings. Additionally, I drove a major digital transformation initiative that upgraded our legacy systems, reducing maintenance costs by 25% and improving system reliability. These achievements showcase my ability to bridge the gap between technology and business goals, a critical aspect of the IT Manager role.

I am particularly drawn to Acme Corporation's focus on leveraging technology for sustainable growth. I am eager to share my insights on team leadership and process optimization in a collaborative environment. I would appreciate the opportunity to discuss how my background 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 team.

Sincerely,

Jordan Smith