

# Jordan T. Reynolds

January 16, 2026

Acme Corporation

RE: Career Change Lean Manufacturing Specialist

Dear Hiring Manager,

I am excited to apply for the Career Change Lean Manufacturing Specialist position at Acme Corporation, as advertised on LinkedIn. With a background in operations management and a passion for process improvement, I am eager to leverage my skills in a new direction within the manufacturing sector. Acme Corporation's commitment to innovation and efficiency aligns perfectly with my career aspirations, and I am enthusiastic about the opportunity to contribute to your team.

In my previous role as Operations Supervisor at Global Tech Solutions, I led a team that successfully implemented a lean initiative that resulted in a 25% reduction in waste and a 15% increase in production efficiency over six months. By conducting value stream mapping and engaging frontline workers in Kaizen events, we were able to identify bottlenecks and streamline processes, which not only boosted productivity but also heightened team morale. Additionally, my experience in training and mentoring staff in lean principles has equipped me with the skills to foster a culture of continuous improvement, which I am eager to bring to Acme Corporation.

Moreover, during my tenure at Innovative Manufacturing Co., I spearheaded a project that integrated just-in-time inventory practices, reducing excess inventory costs by 30%. This project not only enhanced our cash flow but also improved our ability to meet customer demands promptly. My analytical skills, paired with my ability to collaborate across departments, have consistently driven results that align with organizational goals.

I am keen to discuss how my background in operations and my commitment to lean manufacturing principles can contribute to Acme Corporation's mission. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can add value to your team.

Sincerely,

Jordan T. Reynolds