

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Operations Director

Dear Hiring Manager,

I am excited to apply for the Career Change Operations Director position at Acme Corporation, as advertised on LinkedIn. With a proven track record in operational leadership and a passion for driving change, I am eager to contribute my skills and experience to support your organization's growth and innovation initiatives.

In my previous role as Operations Manager at XYZ Solutions, I successfully led a cross-functional team that reduced operational costs by 20% while improving service delivery times by 30%. This was achieved through the implementation of a new inventory management system that streamlined processes and enhanced communication among departments. Additionally, I spearheaded a talent development program that increased employee engagement scores by 15%, ensuring that our teams were not only efficient but also motivated and aligned with the company's objectives.

I am particularly drawn to this role at Acme Corporation because of your commitment to transformative operational strategies that prioritize sustainability and efficiency. I believe my experience in developing and executing strategic initiatives aligns well with your goals. I am eager to bring my background in process optimization and team leadership to your organization, ensuring that we not only meet but exceed operational targets.

I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the objectives of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Smith