

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Operations Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Operations Manager position at Acme Corporation, as advertised on LinkedIn. With a passion for optimizing processes and driving operational excellence, I believe my diverse background in project management and team leadership make me a strong fit for this role. Acme's commitment to innovation and efficiency resonates with my professional values, and I am eager to contribute to your continued success.

In my previous role as a Project Coordinator at XYZ Industries, I successfully led a cross-functional team to streamline our product launch process, reducing time-to-market by 30%. By implementing a new tracking system and facilitating regular communication between departments, we not only improved efficiency but also enhanced collaboration across teams. This initiative resulted in significant cost savings and increased customer satisfaction, demonstrating my ability to drive substantial operational improvements.

Additionally, during my tenure at ABC Solutions, I spearheaded a project that redefined our supply chain logistics. By analyzing workflow and identifying bottlenecks, I was able to cut operational costs by 15% while improving delivery times. This project not only showcased my analytical skills but also my capability to lead teams through change management, ensuring that all stakeholders were engaged and aligned with our goals.

I am highly motivated to bring my expertise in operations management to Acme Corporation and would welcome the opportunity to discuss how my experience aligns with your needs. Thank you for considering my application. I look forward to the possibility of contributing to your team and furthering Acme's mission.

Sincerely,

Jordan Taylor