

# Jordan Alexander Thompson

January 16, 2026

Acme Corporation

RE: Career Change Quality Assurance Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Quality Assurance Manager position at Acme Corporation, as advertised on LinkedIn. With a strong background in project management and a deep commitment to quality improvement, I believe my skills and experience will make a valuable contribution to your team. Acme's reputation for innovation and excellence greatly inspires me, and I am eager to be part of an organization that aligns with my values and professional goals.

In my previous role as a Project Manager at Beta Solutions, I led a cross-functional team to implement a new product development process that reduced time-to-market by 25%. This involved rigorous planning, stakeholder engagement, and quality assessments that not only enhanced project outcomes but also ensured compliance with industry standards. Additionally, I spearheaded an initiative to integrate automated testing tools in our workflow, which increased our testing efficiency by 30% and significantly decreased the number of post-launch defects. These experiences have honed my analytical skills and understanding of quality assurance principles, making me well-prepared for the challenges of this role.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to continuous improvement and customer satisfaction. I am excited about the possibility of bringing my project management expertise and quality assurance knowledge to your team, ensuring that your products meet the highest standards and exceed customer expectations. I would appreciate the opportunity to discuss my candidacy further and explore how my background aligns with Acme's objectives.

Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's success and hope to discuss this exciting opportunity with you in the near future.

Sincerely,

Jordan Alexander Thompson