

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Sharepoint Developer

Dear Hiring Manager,

I am excited to apply for the Career Change Sharepoint Developer position at Acme Corporation, as advertised on LinkedIn. With a strong background in software development and a passion for leveraging technology to improve business processes, I am eager to bring my skills to your team and contribute to the innovative projects at Acme Corporation.

In my previous role as a Software Engineer at Tech Solutions Inc., I led a project that streamlined internal communication through the development of a custom intranet portal. This solution not only enhanced information sharing across departments but also reduced email traffic by 30%. The project required not just technical skills, but also collaboration with stakeholders to ensure all requirements were met. Additionally, I successfully implemented a project management tool that integrated with SharePoint, allowing for better tracking of deliverables and increased overall productivity by 25% within six months.

I have also completed a SharePoint Developer certification, which has equipped me with the latest tools and best practices for developing applications on the SharePoint platform. I am particularly interested in how Acme Corporation utilizes SharePoint for collaboration and project management, and I see a great opportunity to leverage my background in both software development and my recent training to provide value to your team. I am eager to discuss how my experiences and skills can align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can contribute to the exciting work being done at Acme Corporation.

Sincerely,

Jordan Thompson