

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Sustainability Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Sustainability Manager position at Acme Corporation, as advertised on your company's careers page. With a strong commitment to sustainable practices and a proven track record in project management and stakeholder engagement, I am eager to contribute my skills to help drive Acme's sustainability initiatives forward.

In my previous role as a Project Coordinator at Eco Innovations, I successfully led a team that developed a waste reduction program which decreased our annual waste by 30%, saving the company over \$50,000 in disposal costs. By conducting thorough assessments and collaborating with various departments, we were able to implement recycling protocols and educate staff on more sustainable practices. Additionally, I piloted a community outreach initiative that engaged over 1,000 local residents in sustainability efforts, enhancing our corporate social responsibility profile and strengthening community ties.

Furthermore, I have extensive experience in analyzing and reporting on environmental impact, having developed a comprehensive sustainability dashboard that tracked key performance indicators for various projects. This dashboard not only streamlined our reporting process but also provided actionable insights that informed our strategic planning. My analytical skills and ability to communicate complex data effectively would be invaluable in supporting Acme Corporation's sustainability goals.

I am enthusiastic about the possibility of joining Acme Corporation and contributing to its mission of fostering sustainable practices. I would welcome the opportunity to discuss how my background and skills align with your needs. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell