

Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Career Change Vp Operations

Dear Hiring Manager,

I am excited to apply for the Career Change VP Operations position at Acme Corporation, as advertised on LinkedIn. With a strong background in operations management and a proven track record of driving efficiency and profitability, I am eager to bring my skills to your esteemed organization and contribute to its continued success.

In my previous role as Director of Operations at XYZ Innovations, I spearheaded a transformative initiative that reduced operational costs by 20% over two years while simultaneously improving service delivery metrics. By implementing a new inventory management system and optimizing supply chain logistics, I was able to enhance our overall operational workflow, resulting in increased customer satisfaction scores by 35%. Furthermore, I led a cross-functional team that developed and executed a comprehensive training program for staff, which improved employee productivity by 25% and significantly decreased turnover rates.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and excellence in operational practices. I believe my ability to analyze complex challenges and implement strategic solutions aligns perfectly with your organization's goals. I am excited about the potential to leverage my experience in developing streamlined processes and fostering collaborative environments to drive operational success at your company.

I look forward to the opportunity to discuss how my expertise can contribute to the operations team at Acme Corporation. Thank you for considering my application. I am eager to bring my unique perspective and experience to your organization.

Sincerely,

Jordan Avery Thompson