

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Chief Operating Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Chief Operating Officer position at Acme Corporation as advertised on LinkedIn. With over 15 years of executive leadership experience in operations management, I am excited about the opportunity to contribute to the strategic direction and operational excellence of your esteemed organization.

In my previous role as COO at XYZ Enterprises, I successfully led a company-wide initiative that streamlined our supply chain processes, resulting in a 20% reduction in operational costs while improving delivery times by an average of 15%. Additionally, I spearheaded the implementation of a new performance management system that not only enhanced employee engagement but also increased productivity by 30% across various departments. My ability to analyze complex operational challenges and develop innovative solutions has consistently driven growth and efficiency within the organizations I have served.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability, which aligns with my own professional values. I am eager to bring my expertise in operational strategy and team leadership to your team, ensuring that we not only meet but exceed our business objectives in a rapidly changing market. I would welcome the opportunity to discuss in detail how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of contributing to the success of your organization and am excited about the chance to discuss my candidacy further.

Sincerely,

Jordan Alexander Smith