

# Jordan Alex Thompson

January 16, 2026

Acme Corporation

RE: Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Director position at Acme Corporation as advertised on LinkedIn. With over 15 years of experience in strategic leadership and operational excellence, I am excited about the opportunity to contribute to your team and help drive Acme's vision forward.

In my previous role as Senior Operations Manager at GlobalTech Innovations, I successfully led a cross-functional team to implement a new efficiency program that resulted in a 25% reduction in operational costs while improving service delivery times by 30%. This initiative not only enhanced our productivity but also significantly boosted customer satisfaction ratings, which increased by 15% during the first year of implementation. Additionally, I spearheaded a market expansion strategy that grew our client base by 40% within just two years, establishing key partnerships that enhanced our market position.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and excellence in the industry. I am eager to bring my strategic vision and proven leadership abilities to your organization, fostering a culture of continuous improvement and collaboration. I am confident that my background in driving operational success and building high-performing teams aligns well with the requirements for the Director position.

I would welcome the opportunity to discuss how my experience and strategic approach can contribute to the continued growth and success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Alex Thompson