

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Education Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Education Administrator position at Acme Corporation, as advertised on your company's careers page. With a passion for developing educational programs and a commitment to fostering an inclusive learning environment, I am excited about the opportunity to contribute to your esteemed institution.

In my previous role as an Education Coordinator at Bright Futures Academy, I successfully revamped the curriculum for our STEM program, resulting in a 30% increase in student engagement and a notable rise in standardized test scores. I spearheaded the integration of technology into classroom learning, which not only enhanced the educational experience but also equipped students with the necessary skills for the digital age. Additionally, I implemented a mentorship program that paired struggling students with volunteer tutors, leading to improved academic performance and increased confidence among participants.

I am particularly drawn to the comprehensive approach Acme Corporation takes towards education, focusing on both academic excellence and social development. I am eager to bring my expertise in program development and my strategic planning skills to your team. I am confident that my background aligns well with the goals of your organization and that I can contribute to your mission of providing high-quality education.

I would welcome the opportunity to discuss how my experience and vision can align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Thompson