

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Chief Data Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Chief Data Officer position at Acme Corporation, which I discovered through your company's careers page. With a strong academic background in data science and hands-on experience in data management and analytics, I am excited about the opportunity to contribute to your team and help drive data-informed decision-making processes at Acme.

During my internship at Data Solutions Inc., I played a pivotal role in a project that involved restructuring the organization's data pipeline, which resulted in a 30% reduction in data retrieval times. By collaborating with cross-functional teams, I implemented a new data governance framework that improved data quality and accessibility, ultimately leading to more accurate insights for business strategies. Additionally, I conducted a comprehensive analysis of customer data that identified key trends, enabling the marketing team to tailor their campaigns effectively, which increased customer engagement by 25% over six months.

I am particularly drawn to this role at Acme Corporation because of your commitment to leveraging data for innovative solutions and strategic growth. I am eager to bring my analytical skills, collaborative spirit, and a fresh perspective to your team. I would love the opportunity to further discuss how I can contribute to your objectives and help elevate the data management practices at Acme. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson