

Jordan Alex Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Chief Executive Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Chief Executive Officer position at Acme Corporation, as advertised on LinkedIn. With a passion for innovative leadership and a strong foundation in business strategy, I am excited about the opportunity to contribute to your organization and help drive its vision forward.

During my recent internship at Innovate Solutions, I spearheaded a project to streamline operations, which led to a 15% reduction in costs over six months. This experience not only enhanced my understanding of operational efficiencies but also honed my ability to lead cross-functional teams towards common goals. Additionally, in my role as president of the Business Strategy Club at my university, I successfully organized a campus-wide competition that attracted over 200 participants, fostering a spirit of entrepreneurship and collaboration among students. This initiative not only elevated our club's visibility but also strengthened my skills in strategic planning and stakeholder engagement.

I am eager to bring my innovative mindset and proven leadership abilities to Acme Corporation, where I believe I can contribute positively to your strategic initiatives. I am particularly drawn to your commitment to sustainability and community engagement, and I would love the opportunity to discuss how my background and vision align with your goals. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Alex Thompson