

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Chief Operating Officer

Dear Hiring Manager,

I am excited to apply for the Entry Level Chief Operating Officer position at Acme Corporation, which I discovered on your careers page. With a strong educational background in business management and hands-on experience in operations, I am eager to contribute to Acme's growth and efficiency. I believe that my skills align closely with the objectives of your organization, and I am enthusiastic about the opportunity to help drive operational excellence.

During my internship at XYZ Solutions, I led a cross-functional team in a project aimed at streamlining our supply chain processes. By analyzing data and implementing a new software tool, we achieved a 20% reduction in operational costs over six months, which significantly improved our overall profitability. Additionally, I assisted in coordinating a team that improved customer satisfaction scores by 30% through the development of a new feedback mechanism that ensured prompt responses to client inquiries. These experiences have equipped me with a practical understanding of operational strategies and the importance of collaboration across departments.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability, and I share a similar passion for operational improvements that not only drive business success but also positively impact the community. I am eager to bring my analytical and leadership skills to your team, helping to create and implement effective strategies that align with Acme's mission.

I would welcome the opportunity to discuss 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 your esteemed organization.

Sincerely,

Jordan Taylor