

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Operations Director

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Operations Director position at Acme Corporation, which I discovered on LinkedIn. With over 10 years of experience in operations management and a proven track record of driving efficiency and profitability, I am eager to bring my expertise to your dynamic team and contribute to your mission of excellence in operations.

In my recent freelance role with XYZ Solutions, I successfully spearheaded a project that streamlined supply chain processes, resulting in a 25% reduction in costs and a 40% improvement in delivery times. By implementing a new inventory management system and training staff on its usage, I was able to enhance productivity and significantly reduce waste. Furthermore, during my tenure as an Operations Consultant for ABC Industries, I led a cross-functional team that developed a comprehensive workflow optimization strategy, which improved overall operational efficiency by 30% and increased customer satisfaction scores by 15%. These experiences have honed my ability to analyze operational challenges and implement effective solutions that drive sustainable growth.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to innovation and continuous improvement. I believe that my hands-on experience, combined with my strategic approach to operations, aligns perfectly with your goals. I am eager to discuss how I can contribute to your team and help Acme Corporation achieve its operational objectives. Thank you for considering my application; I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan A. Thompson