

Jordan A. Thompson

January 16, 2026

Acme Corporation
RE: General Manager

Dear Hiring Manager,

I am excited to apply for the General Manager position at Acme Corporation, as advertised on LinkedIn. With over 15 years of experience in operations management and a proven track record of driving organizational success, I am eager to bring my strategic vision and leadership skills to your esteemed company.

In my previous role as Operations Director at Global Solutions Inc., I successfully led a major restructuring initiative that resulted in a 25% reduction in operational costs while simultaneously improving service delivery times by 30%. This was achieved through meticulous analysis of workflows and implementing a new project management system that empowered team members to take ownership of their processes. Additionally, during my tenure at Innovative Tech, I spearheaded a cross-departmental collaboration that boosted productivity by 40%, leading to an increase in annual revenue by \$2 million. These experiences have equipped me with the ability to drive performance improvements and cultivate a culture of excellence within diverse teams.

I am particularly drawn to Acme Corporation's commitment to innovation and customer satisfaction. I am keen to leverage my background in developing strategic partnerships and enhancing operational efficiencies to contribute to your company's goals. I am excited about the possibility of discussing how my leadership style and vision can align with the ambitious objectives of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to your team and help Acme Corporation achieve its strategic goals.

Sincerely,

Jordan A. Thompson