

Jordan T. Lawson

January 16, 2026

Acme Corporation

RE: No Experience Change Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Change Manager position at Acme Corporation, which I discovered on your careers page. I am excited about the opportunity to contribute to your innovative approach to change management and help facilitate smooth transitions within your organization. With a strong educational background in organizational behavior and a passion for driving successful change initiatives, I am eager to bring my skills to your team.

During my time at university, I led a project team that successfully implemented a new communication strategy for a local nonprofit organization. This involved collaborating with diverse stakeholders, conducting surveys to assess current communication gaps, and presenting our findings to the board. As a result, the organization saw a 30% increase in volunteer engagement within just three months of implementing the new strategy. This experience taught me the importance of understanding people's needs during periods of change and reinforced my ability to manage projects effectively.

Additionally, I participated in an internship where I assisted in the rollout of a new software system for a small business. My role involved training staff on the new platform and gathering feedback to refine our approach. By creating comprehensive training materials and hosting interactive workshops, I contributed to a seamless transition that improved productivity by 20%. These experiences have equipped me with valuable skills in communication, training delivery, and stakeholder engagement, all essential for a successful Change Manager.

I am eager to discuss how my background in organizational behavior and my hands-on experience with change initiatives can contribute to the ongoing success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan T. Lawson