

# Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: No Experience Operations Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Operations Director position at Acme Corporation, which I discovered on your careers page. With a strong passion for operations management and a commitment to driving efficiency, I am excited about the opportunity to contribute to your team and help optimize your operational processes.

During my time in a leadership role at a student-run organization at my university, I successfully led a team of 20 members to streamline our event planning processes, reducing preparation time by 30%. I achieved this by implementing a detailed project management system, which improved communication and accountability among team members. This experience taught me the importance of meticulous planning and resource allocation, skills that I believe are essential for the Operations Director position. Furthermore, I initiated a peer mentoring program within our organization, which increased member engagement and retention by 25%, showcasing my ability to foster a collaborative and supportive environment.

I am particularly drawn to Acme Corporation because of its commitment to innovation and excellence in operations. I am eager to bring my fresh perspective and skills to your team, utilizing my ability to analyze processes and identify opportunities for improvement. I am excited about the possibility of discussing how I can contribute to your operational goals and drive success for the organization. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Avery Thompson