

# Jordan Mitchell

January 16, 2026

Acme Corporation  
RE: Operations Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Operations Director position at Acme Corporation, as advertised on LinkedIn. With over 10 years of experience leading operational improvements and strategic initiatives in high-growth environments, I am eager to bring my expertise in optimizing efficiency and driving profitability to your esteemed organization.

In my previous role as Operations Manager at XYZ Industries, I successfully led a cross-functional team to implement a new supply chain strategy that reduced costs by 15% while improving delivery times by 20%. This project not only enhanced customer satisfaction but also resulted in a significant increase in our market competitiveness. Additionally, I spearheaded the introduction of a data-driven performance tracking system that improved operational transparency and accountability, resulting in a 30% reduction in operational discrepancies within the first six months of implementation.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability. I am confident that my background in process optimization and team leadership can contribute to your ongoing efforts to enhance operational efficiency and achieve strategic objectives. I would welcome the opportunity to discuss how my experience aligns with the goals of Acme Corporation and how I can support your vision moving forward.

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Mitchell