

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Education Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Education Administrator position at Acme Corporation, as advertised on your careers page. With a strong background in educational program development and a passion for empowering individuals through innovative learning strategies, I am excited about the opportunity to contribute to your mission of promoting effective education solutions.

In my previous role as the Educational Program Coordinator at Bright Futures Institute, I successfully led a team in the development of a community-based health education initiative that increased participant engagement by 35% within the first year. By implementing targeted outreach strategies and interactive workshops, we were able to educate over 2,000 community members on critical health topics. This experience honed my skills in designing educational content that resonates with diverse audiences, a skill I believe will be invaluable as a Promotion Education Administrator at Acme Corporation.

Additionally, while working with the National Education Outreach Program, I spearheaded a campaign that resulted in a 40% increase in online course enrollment. By analyzing feedback from past participants and collaborating with faculty to enhance course offerings, I was able to create a promotional strategy that not only improved visibility but also elevated the overall quality of the educational experience. I am confident that my ability to assess educational needs and develop effective promotional strategies will significantly benefit Acme Corporation.

I am eager to bring my expertise in educational promotion and program management to your team and discuss how I can contribute to your organization's success. Thank you for considering my application; I look forward to the opportunity to speak with you further about how my background and skills align with the goals of Acme Corporation.

Sincerely,

Jordan A. Thompson