

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Mediator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Mediator position at Acme Corporation, which I discovered on your careers page. With a proven track record in negotiation and conflict resolution, I am excited about the opportunity to contribute to your team and enhance promotional strategies for your workforce.

In my previous role as a Promotions Coordinator at XYZ Inc., I successfully led a cross-functional team to revamp our internal promotion process, resulting in a 25% increase in employee satisfaction scores regarding career advancement. By implementing a structured feedback mechanism, I ensured that promotions were transparent and aligned with employee goals, thus fostering a culture of trust and motivation. Additionally, I facilitated promotional workshops that educated employees on career pathways, which led to a 30% increase in internal applications for senior roles over 12 months.

I am particularly drawn to Acme Corporation's commitment to employee development and inclusivity. I believe my ability to mediate discussions and create actionable plans aligns well with your mission to promote a diverse and engaged workforce. I am eager to bring my expertise in negotiation and my passion for employee advocacy to your organization, helping to bridge gaps in communication and drive successful promotion outcomes.

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application for the Promotion Mediator position.

Sincerely,

Jordan Taylor