

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Plant Manager

Dear Hiring Manager,

I am excited to apply for the Promotion Plant Manager position at Acme Corporation as advertised on LinkedIn. With a strong background in production management and a commitment to driving operational excellence, I am eager to contribute my expertise to your team and support Acme's commitment to quality and innovation.

In my previous role as Operations Manager at XYZ Manufacturing, I successfully led a project that increased production efficiency by 25% within a year. By implementing lean manufacturing techniques and fostering cross-departmental collaboration, we were able to reduce waste and optimize workflows. Additionally, I spearheaded the introduction of a robust employee training program that decreased onboarding time by 30%, ensuring that new hires quickly became productive members of the team. These initiatives not only improved our bottom line but also enhanced team morale and engagement across the plant.

Moreover, I have a proven track record in strategic planning and execution. At ABC Industries, I coordinated the launch of a new product line, overseeing all aspects from initial concept to full-scale production. This initiative resulted in a revenue increase of \$1.5 million within the first quarter and positioned the company as a leader in the market segment. I am confident that my ability to manage complex projects and drive continuous improvement aligns perfectly with the goals of Acme Corporation.

I am very interested in the opportunity to discuss how my experience and vision align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan M. Thompson