

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Promotion Regulatory Affairs Specialist

Dear Hiring Manager,

I am excited to apply for the Promotion Regulatory Affairs Specialist position at Acme Corporation, which I discovered on LinkedIn. With my extensive background in regulatory compliance and expertise in promotional materials review, I believe I would be a valuable asset to your team, ensuring that all promotional activities align with industry regulations and company standards.

In my previous role at PharmaTech Solutions, I successfully led a project that involved the re-evaluation and restructuring of our promotional materials for a new product launch. This initiative resulted in a 30% reduction in compliance review time and streamlined the approval process, allowing the marketing team to launch the product two weeks ahead of schedule. Additionally, I developed comprehensive training sessions for the marketing department on regulatory guidelines, which significantly reduced instances of non-compliance and improved our overall approval ratings.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovative health-care solutions and your focus on compliance integrity. I am eager to contribute my knowledge of both federal and state regulations to support your promotional strategies and ensure that they are not only effective but also compliant. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team and contribute to Acme Corporation's continued success.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail and exploring how I can contribute to the regulatory affairs team at Acme Corporation.

Sincerely,

Jordan Lee Thompson