

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Vp Operations

Dear Hiring Manager,

I am excited to submit my application for the Promotion VP Operations position at Acme Corporation, which I discovered on LinkedIn. With over 15 years of experience in operational leadership and a proven track record of driving efficiency and innovation, I am eager to bring my expertise to your esteemed team and contribute to Acme's continued success in the industry.

In my current role as Director of Operations at XYZ Inc., I successfully led a cross-functional team to streamline our supply chain process, resulting in a 30% reduction in operational costs while simultaneously improving delivery times by 25%. This achievement not only enhanced customer satisfaction but also strengthened our competitive position in the market. Additionally, I spearheaded the implementation of a new project management system that improved team collaboration and reduced project completion times by an average of 15%, showcasing my commitment to leveraging technology for operational excellence.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and sustainability in operations. I am confident that my background in optimizing processes and fostering a culture of continuous improvement aligns well with the goals of your organization. I am eager to bring my strategic vision and hands-on approach to the Promotion VP Operations role, ensuring that we not only meet but exceed our operational and promotional objectives.

I would welcome the opportunity to discuss how my experience and vision can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Thompson