

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Relocation Change Manager

Dear Hiring Manager,

I am excited to apply for the Relocation Change Manager position at Acme Corporation, as advertised on LinkedIn. With over seven years of experience in change management and a proven track record in successful relocations, I am eager to bring my expertise to your esteemed organization and ensure a seamless transition for your employees during relocations.

In my previous role at Global Relocations Inc., I spearheaded a project that involved relocating over 200 employees to new offices across three countries. By implementing a structured change management framework, I successfully minimized the disruption to workflows, achieving a 95% satisfaction rate among relocated employees. Furthermore, I collaborated closely with cross-functional teams to develop tailored communication strategies, which resulted in improved understanding of the relocation process and significantly reduced resistance to change.

Additionally, I managed a budget of \$500K for relocation services, negotiating contracts with vendors that led to a 20% cost reduction while maintaining high-quality service. This experience honed my ability to balance financial constraints with employee satisfaction, ensuring that relocations are not only efficient but also supportive of staff needs. I am confident that my strategic approach and commitment to fostering a positive relocation experience align well with Acme Corporation's values.

I am looking forward to the opportunity to discuss how my skills and experiences can contribute to the success of your relocation initiatives. Thank you for considering my application. I hope to bring my background in change management and relocation expertise to Acme Corporation, and I am eager to discuss this exciting opportunity further.

Sincerely,

Jordan Lee Thompson