

Jordan T. Rivera

January 16, 2026

Acme Corporation

RE: Relocation Chief Information Officer

Dear Hiring Manager,

Dear Hiring Committee,

I am writing to express my enthusiasm for the Relocation Chief Information Officer position at Acme Corporation, which I discovered on LinkedIn. With over 15 years of experience in information technology and a proven track record of managing complex relocations, I am excited about the opportunity to leverage my skills to enhance Acme's IT infrastructure during this pivotal transition.

In my previous role as Chief Information Officer at TechSolutions Inc., I successfully led a comprehensive IT relocation project that involved migrating over 2,000 employees across multiple locations. I orchestrated the deployment of a state-of-the-art cloud solution, which not only streamlined operations but also reduced costs by 30% over three years. Additionally, I spearheaded the integration of new collaboration tools that improved communication and productivity across teams, resulting in a 25% increase in project completion rates. These accomplishments demonstrate my ability to manage large-scale technology initiatives while aligning IT strategies with broader business goals.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in service delivery. I am eager to bring my expertise in technology transformation and team leadership to your organization. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme. Thank you for considering my application for the Relocation Chief Information Officer role. I look forward to the possibility of contributing to your team and driving successful outcomes during this exciting period of growth.

Sincerely,

Jordan T. Rivera