

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Chief Operating Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Chief Operating Officer position at Acme Corporation, which I discovered on LinkedIn. With over 15 years of experience in strategic operations and a proven track record in leading relocation initiatives, I am excited about the opportunity to contribute to your team and drive operational excellence in your relocation services.

In my previous role as Chief Operations Officer at Global Relocation Services, I successfully led a comprehensive restructuring initiative that improved our operational efficiency by 30% within the first year. This involved streamlining our logistics processes, enhancing vendor relationships, and implementing innovative technology solutions that reduced costs and improved service delivery. Additionally, I spearheaded a major relocation project for a Fortune 500 client, which involved coordinating over 500 employee relocations across multiple continents. This project not only met the tight deadlines but also resulted in a 95% satisfaction rate from relocating employees, bolstering our client's employer brand in the competitive market.

I am particularly impressed with Acme Corporation's commitment to enhancing the employee relocation experience and your innovative approach to integrating technology in logistics. I am eager to bring my expertise in operational strategy and team leadership to further elevate your relocation services. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Mitchell