

# Jessica Thompson

January 16, 2026

Acme Corporation

RE: Relocation Executive Assistant

Dear Hiring Manager,

I am excited to apply for the Relocation Executive Assistant position at Acme Corporation, as advertised on your careers page. With a robust background in administrative support and a passion for facilitating seamless transitions for employees, I believe I am well-equipped to contribute to your team in this capacity.

In my previous role at Global Movers Inc., I successfully coordinated the relocation process for over 50 employees in a single year, ensuring that each transition was handled with precision and care. I developed a streamlined communication system that kept all stakeholders informed, resulting in a 20% reduction in relocation-related queries. Additionally, I played a key role in negotiating contracts with moving companies and housing providers, achieving a cost savings of 15% for the company while enhancing the services offered to our relocating employees.

Furthermore, my ability to build strong relationships with vendors and service providers has proven invaluable. I led the implementation of a new onboarding program for relocating employees, which included personalized welcome packages and local area orientation sessions. This initiative not only improved employee satisfaction scores by 30%, but also accelerated their integration into the company culture, contributing to higher retention rates.

I am eager to bring my experience in relocation logistics and employee support to Acme Corporation and help enhance your relocation programs. I would love the opportunity to discuss how my skills and passion align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jessica Thompson