

James T. Henderson

January 16, 2026

Acme Corporation
RE: Relocation Foreman

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Foreman position at Acme Corporation, as advertised on your website. With over eight years of experience in project management and relocation services, I am excited about the opportunity to contribute to your team's success and ensure seamless relocations for your clients.

In my previous role as a Relocation Supervisor at XYZ Movers, I successfully led a team of 15 during a large-scale corporate relocation project for a major client. We managed the logistics for moving over 400 employees, leading to a 95% satisfaction rate based on post-move surveys. My ability to coordinate multiple tasks under tight deadlines and to communicate effectively with clients and team members was key to completing the project two weeks ahead of schedule. Additionally, I implemented a new tracking system that decreased operational costs by 20%, showcasing my commitment to efficiency and continuous improvement.

I am particularly drawn to this position at Acme Corporation because of your reputation for innovation in the relocation industry. I admire your focus on customer service and your dedication to minimizing downtime for businesses during relocations. I am confident that my proactive approach and experience in managing high-stakes relocations align well with your objectives. I look forward to the opportunity to discuss how my skills and experiences can contribute to the ongoing success of Acme Corporation.

Thank you for considering my application. I hope to discuss my qualifications in further detail and explore how I can add value to your team as a Relocation Foreman.

Sincerely,

James T. Henderson