

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Relocation Instructional Designer

Dear Hiring Manager,

I am excited to apply for the Relocation Instructional Designer position at Acme Corporation, as advertised on LinkedIn. With a passion for creating engaging learning experiences and a strong background in instructional design, I am eager to contribute to your team and support employees during their transition to new locations.

In my previous role at Global Learning Solutions, I successfully developed a comprehensive onboarding program that helped over 300 employees acclimate to their new roles within the first month of relocation. By utilizing a blend of e-learning modules, interactive workshops, and personalized coaching, I increased employee retention by 20% within the first six months. Additionally, I led a cross-functional team to re-design the relocation training curriculum, incorporating feedback from participants and stakeholders, which resulted in a 35% improvement in training satisfaction scores.

I am particularly drawn to this position at Acme Corporation because of your commitment to enhancing employee experience during transitions. I am confident that my experience in curriculum development and my ability to leverage technology for innovative learning solutions will help streamline your onboarding processes. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your team.

Thank you for considering my application. I am eager to explore how I can contribute to Acme Corporation's mission and support your employees in their relocation journey.

Sincerely,

Jordan Taylor