

Jordan Ellis

January 16, 2026

Acme Corporation

RE: Relocation Operations Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Operations Analyst position at Acme Corporation, as advertised on LinkedIn. With a strong background in logistics and operations management, I am excited about the opportunity to contribute to your team and help streamline relocation processes for employees. I have always admired Acme Corporation's commitment to operational excellence and its innovative approach to talent mobility.

In my previous role at Global Move Solutions, I successfully led a project aimed at optimizing our relocation services, which resulted in a 20% reduction in costs over a 12-month period. By analyzing data and client feedback, I identified key inefficiencies in our vendor management system and implemented strategic partnerships that improved service delivery times by 15%. Additionally, I played a pivotal role in creating a relocation guide that enhanced the employee experience, reducing the average onboarding time by a week and significantly increasing satisfaction scores among new hires.

Moreover, my experience working directly with cross-functional teams has equipped me with the skills to effectively communicate and collaborate with various stakeholders. During a major relocation initiative at my last position, I coordinated between HR, finance, and external relocation vendors to ensure a seamless transition for over 200 employees. This experience not only honed my project management skills but also reinforced my ability to adapt to changing circumstances and find solutions under pressure.

I am eager to bring my expertise in relocation operations to Acme Corporation and would welcome the chance to discuss how I can contribute to your goals. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Ellis