

Jordan Taylor-Smith

January 16, 2026

Acme Corporation

RE: Relocation Sustainability Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Sustainability Manager position at Acme Corporation, as posted on your careers page. With a strong background in sustainability practices and project management, I am excited about the opportunity to contribute to your innovative initiatives that promote environmental responsibility during relocation processes.

In my previous role at GreenMove Solutions, I successfully led a project that reduced relocation-related carbon emissions by 30% through the implementation of sustainable packing solutions and optimizing transportation logistics. By collaborating with local vendors and utilizing eco-friendly materials, we not only enhanced our sustainability metrics but also achieved a cost savings of \$150,000 annually. Additionally, I spearheaded a community engagement program that educated employees on eco-conscious practices, resulting in a 50% increase in participation in our sustainability efforts during office relocations.

I am particularly drawn to Acme Corporation's commitment to sustainability as a core part of its business strategy. I am eager to bring my expertise in developing sustainable frameworks and fostering collaborative relationships across departments to ensure that your relocation practices align with your environmental goals. I am confident that my proactive approach and track record of measurable success in sustainability initiatives will make a positive impact on your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your esteemed company and hope to speak with you soon.

Sincerely,

Jordan Taylor-Smith