

Jessica Thompson

January 16, 2026

Acme Corporation

RE: Relocation Travel Agent

Dear Hiring Manager,

I am excited to apply for the Relocation Travel Agent position at Acme Corporation, as advertised on LinkedIn. With a strong background in travel planning and customer service, I am eager to bring my expertise in relocation logistics to your esteemed company. Your commitment to providing smooth and stress-free relocation experiences aligns perfectly with my professional values and aspirations.

In my previous role at Global Moves, I successfully managed over 200 corporate relocations in a single year, ensuring that each client received personalized service tailored to their unique needs. One of my key achievements included developing a comprehensive relocation package that reduced the average relocation time by 15%, significantly improving client satisfaction scores and solidifying long-term relationships with corporate clients. Additionally, I implemented a digital tracking system that allowed clients to monitor the status of their relocations in real-time, which was crucial during peak moving seasons.

I am particularly drawn to the opportunity at Acme Corporation because of your innovative approach to relocation services. I am confident that my ability to anticipate client needs and to navigate complex travel logistics will contribute positively to your team. I would appreciate the opportunity to discuss how my experience and vision can align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and how I can contribute to the success of your team.

Sincerely,

Jessica Thompson