

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Relocation Tutor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Tutor position at Acme Corporation, as advertised on LinkedIn. With a passion for education and a background in supporting individuals through transitional phases, I am excited about the opportunity to help clients adapt to new environments and cultures while ensuring their academic success.

In my previous role as a Learning Specialist at Global Transition Academy, I successfully developed and implemented tailored learning plans for students relocating from diverse backgrounds. One notable achievement was designing a program that improved the language proficiency of non-native English speakers by 30% within six months. This initiative not only enhanced their academic performance but also facilitated smoother integration into the school community. Additionally, I facilitated workshops on cultural adjustment and academic strategies, where I received positive feedback from 95% of participants, highlighting the effectiveness of the personalized support I provided.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to enhancing the relocation experience for families and students. I believe my background in educational support and my hands-on experience with relocation challenges make me a perfect fit for this role. I am eager to bring my skills in curriculum development and cross-cultural communication to your team and contribute positively to the lives of those you serve.

I would love the chance to discuss my application further and explore how I can contribute to the outstanding programs at Acme Corporation. Thank you for considering my application; I look forward to the possibility of collaborating to make a difference in the lives of relocating students and their families.

Sincerely,

Jordan Thompson