

# Jordan Alexander Thompson

January 16, 2026

Acme Corporation

RE: Relocation Vice President

Dear Hiring Manager,

Dear Hiring Committee,

I am writing to express my enthusiasm for the Relocation Vice President position at Acme Corporation, as advertised on LinkedIn. With over 15 years of experience in global mobility and relocation management, I am excited about the opportunity to leverage my expertise to enhance your relocation strategies and support your organizational growth.

In my previous role as Senior Director of Global Mobility at Innovative Solutions, I successfully led a team that managed relocation services for over 2,500 employees annually. One of my key achievements was implementing a comprehensive relocation program that reduced costs by 30% while improving employee satisfaction scores by 25%. This was achieved through strategic partnerships with relocation vendors and the use of data analytics to optimize service offerings. Additionally, I spearheaded an initiative to create a digital relocation platform, which streamlined the relocation process and provided real-time tracking, significantly enhancing the experience for both employees and HR personnel.

I am particularly drawn to this position at Acme Corporation because of your commitment to employee development and innovative relocation solutions. I am eager to bring my track record of success in managing large-scale relocations and my passion for employee-centric strategies to your team. I look forward to the possibility of discussing how I can contribute to the ongoing success of Acme Corporation.

Thank you for considering my application. I hope to speak with you soon to further discuss my fit for this exciting opportunity.

Sincerely,

Jordan Alexander Thompson