

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Risk Manager

Dear Hiring Manager,

I am excited to apply for the Risk Manager position at Acme Corporation, as advertised on LinkedIn. With a solid background in risk assessment and management, I am eager to bring my expertise to your dynamic team and contribute to the ongoing success of your organization.

In my previous role as Risk Analyst at Global Financial Solutions, I led a comprehensive risk assessment initiative that identified potential vulnerabilities across multiple departments. By implementing a new risk management framework, we were able to reduce operational risks by 30% within the first year. Additionally, I coordinated cross-functional workshops that enhanced team awareness and compliance with regulatory standards, effectively mitigating legal risks and ensuring adherence to industry guidelines.

Furthermore, I successfully developed and executed a crisis management plan that prepared our organization for potential economic downturns. This initiative not only safeguarded our assets but also equipped our staff with the necessary tools to respond to crises efficiently, resulting in a 15% increase in our business continuity readiness ratings in the following audits. My analytical skills, combined with my ability to foster collaboration among stakeholders, have consistently led to the identification of strategic opportunities to further enhance risk management practices.

I am very interested in the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan A. Thompson