

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Vp Operations

Dear Hiring Manager,

I am excited to apply for the Vice President of Operations position at Acme Corporation, which I discovered on LinkedIn. With a robust background in operational leadership and a passion for driving efficiency and innovation, I am eager to contribute to your team and help enhance Acme's operational framework.

In my previous role as Director of Operations at Tech Solutions Inc., I led a comprehensive restructuring initiative that resulted in a 20% reduction in operational costs over two years. By implementing a new project management methodology and fostering a culture of continuous improvement, we not only enhanced our service delivery but also improved employee engagement scores by 35%. Additionally, I spearheaded the integration of advanced analytics into our supply chain processes, which decreased lead times by 15% and significantly improved our response to customer demand fluctuations.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and excellence in the industry. I believe my experience in streamlining operations and implementing strategic initiatives aligns well with your goals. I am eager to bring my strategic vision and track record of success to your organization, helping to drive growth and operational excellence.

I would love the opportunity to discuss how my background, skills, and enthusiasms 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 Lee Thompson