

# Jordan A. Taylor

January 16, 2026

Acme Corporation

RE: Career Change Academic Advisor

Dear Hiring Manager,

I am excited to apply for the Career Change Academic Advisor position at Acme Corporation, which I discovered on your careers page. With a strong background in educational counseling and a passion for guiding individuals through transformative career moves, I am eager to contribute to your team's mission of empowering students to achieve their professional aspirations.

In my previous role as a Career Counselor at Bright Futures University, I successfully developed and implemented a career transition program that increased student engagement by 40% over two semesters. This program included workshops, one-on-one advising sessions, and networking events tailored specifically for students looking to shift their career paths. Furthermore, I collaborated with local businesses to create internship opportunities that provided our students with hands-on experience in their new fields, resulting in a 30% increase in placements within six months.

Additionally, my ability to leverage technology in advising has been pivotal in my career. I introduced an online resource hub that provided students with access to career assessments, resume-building tools, and job search strategies. This initiative not only streamlined the advising process but also received positive feedback from 95% of participants, highlighting its effectiveness in aiding their transition. I am eager to bring this innovative approach to Acme Corporation, ensuring that your clients receive the most effective and relevant support during their career transitions.

I am looking forward to the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application, and I hope to speak with you soon about how I can contribute to your team.

Sincerely,

Jordan A. Taylor