

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Admissions Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Admissions Counselor position at Acme Corporation, which I discovered on your company careers page. With a robust background in career coaching and a passion for guiding individuals through transformative professional journeys, I am excited about the opportunity to contribute to your team and assist prospective students in achieving their career goals.

In my previous role as a Career Development Advisor at Future Pathways, I successfully implemented a comprehensive career transition program that resulted in a 30% increase in enrollment for our adult education courses. By conducting personalized assessments and developing tailored action plans, I empowered over 200 individuals to navigate their career changes with confidence. Additionally, I collaborated with local businesses to create internship opportunities that provided hands-on experience, further enhancing our program's appeal and efficacy. My ability to establish these partnerships demonstrates my commitment to fostering relationships that benefit both students and employers.

Furthermore, I led workshops focused on skill identification and resume building, which consistently received positive feedback from participants. My approach combines practical tools with emotional support, ensuring that individuals not only acquire necessary skills but also develop the self-assurance needed to pursue new opportunities. I believe this holistic approach aligns with Acme Corporation's mission to provide exceptional support to students during their career transitions.

I am eager to further discuss how my background and skills can contribute to the success of your admissions team. Thank you for considering my application. I look forward to the opportunity to speak with you about how I can help empower individuals on their career change journeys at Acme Corporation.

Sincerely,

Jordan Taylor