

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Career Counselor

Dear Hiring Manager,

I am excited to apply for the Career Change Career Counselor position at Acme Corporation, as advertised on your company's careers page. With a strong background in career counseling and a passion for helping individuals navigate their professional transitions, I believe I am well-suited for this role. The opportunity to contribute to Acme Corporation's mission of empowering clients through effective career strategies aligns perfectly with my professional goals.

In my previous role as a Career Advisor at Future Pathways, I successfully guided over 200 clients through transformative career changes, focusing on identifying transferable skills and potential new career paths. One notable achievement was developing a tailored workshop series on resume writing and interview techniques for professionals transitioning from corporate roles to non-profit sectors. This initiative resulted in a 40% increase in successful job placements for participants, showcasing my ability to create impactful career resources.

Additionally, I implemented a mentorship program that paired experienced professionals with those seeking new career directions. This program not only enhanced clients' confidence but also built a strong community of support, evidenced by a 30% increase in engagement metrics over six months. My hands-on experience and innovative approach to career counseling allow me to connect with clients on a personal level, ensuring they feel supported throughout their journey.

I am eager to bring my expertise in career counseling and my enthusiasm for helping individuals achieve their professional aspirations to the team at Acme Corporation. I would love the opportunity to discuss how my skills and experiences align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor