

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Case Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Case Manager position at Acme Corporation, as advertised on your careers page. With a background in social services and a passion for helping individuals navigate their career transitions, I am excited about the opportunity to contribute to your team and support clients in achieving their professional goals.

In my previous role as a Career Advisor at Bright Futures, I successfully guided over 150 clients through the job search process, helping them identify their strengths and the right career paths. I developed personalized career action plans that resulted in a 75% success rate of clients securing employment within three months. One notable success was a project where I implemented a workshop series on resume building and interview techniques, which increased participant confidence and improved their job placement outcomes by over 30%.

Furthermore, my experience volunteering with the local community center has equipped me with the skills to work effectively with diverse populations, understanding their unique challenges and aspirations. I facilitated a mentorship program that paired job seekers with industry professionals, leading to several successful placements and fostering long-term connections in the community. My ability to actively listen and empathize with clients has proven essential in building rapport and trust, enabling more meaningful guidance through their career changes.

I am eager to discuss how my background and achievements align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to contribute to your team and support your clients in their career transformations.

Sincerely,

Jordan Taylor