

# Jordan Ellis

January 16, 2026

Acme Corporation

RE: Career Change Communications Manager

Dear Hiring Manager,

I am thrilled to apply for the Career Change Communications Manager position at Acme Corporation, which I discovered on LinkedIn. With a solid background in communication strategies and a passion for guiding individuals through career transitions, I am eager to leverage my skills to contribute to your team. Acme's commitment to fostering professional growth aligns perfectly with my own values and experiences in this dynamic field.

In my previous role as a Communications Specialist at Innovative Solutions, I successfully led a project that revamped our internal communication strategy, resulting in a 30% increase in employee engagement scores within six months. I orchestrated a series of workshops aimed at empowering employees to articulate their career aspirations effectively, which not only enhanced clarity in communication but also boosted morale across departments. Additionally, I implemented a bi-weekly newsletter that highlighted success stories of employees who transitioned within the company, which inspired others and improved retention rates by 15%. These initiatives honed my ability to translate complex information into relatable narratives, a skill I believe is essential for the Career Change Communications Manager position at Acme.

I am excited about the opportunity to bring my strategic communication expertise and proven track record of facilitating career mobility to your team. I look forward to discussing how I can help Acme Corporation empower its employees through effective communication during their career transitions. Thank you for considering my application, and I hope to speak with you soon.

Sincerely,

Jordan Ellis