

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Curriculum Developer

Dear Hiring Manager,

I am excited to apply for the Career Change Curriculum Developer position at Acme Corporation, as advertised on LinkedIn. With a solid background in instructional design and a passion for empowering individuals to navigate career transitions, I believe I am well-equipped to contribute to your team and help create impactful learning experiences.

In my previous role at Innovate Learning Solutions, I successfully designed and implemented a comprehensive career transition program that increased participant job placement rates by 30% within six months. This initiative involved collaborating with industry experts to curate content that addressed the specific needs of career changers, including skill identification, resume crafting, and interview preparation. Additionally, I developed an interactive online platform that provided resources and facilitated networking opportunities, which significantly enhanced the overall user experience.

Moreover, I have a proven track record of conducting thorough needs assessments to tailor curriculum to diverse audiences. At Career Pathways, I led a team that conducted workshops and focus groups to gather feedback from over 200 participants, leading to the creation of a modular curriculum that catered to various professional backgrounds. This data-driven approach not only improved engagement but also allowed us to refine our programs based on the evolving job market trends. I am eager to bring this strategic mindset to Acme Corporation and contribute to your mission of supporting individuals in their career journeys.

I look forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor