

Jordan Taylor Smith

January 16, 2026

Acme Corporation

RE: Career Change Detective

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Detective position at Acme Corporation, as advertised on LinkedIn. With a passion for helping individuals navigate their career transitions and a proven track record in professional development, I am excited about the opportunity to contribute to your team and support clients in discovering fulfilling career paths.

In my previous role as a Career Coach at Innovate Career Services, I successfully guided over 200 clients through their career changes, utilizing comprehensive assessments and tailored action plans. One notable success involved working with a mid-level executive who felt unfulfilled in their corporate role. Through targeted coaching sessions and strategic networking, I helped them transition into a non-profit leadership position that aligned with their values, resulting in a 40% increase in their job satisfaction. Additionally, I implemented a workshop series on transferable skills that attracted over 150 participants, equipping them with the tools to confidently navigate their career transitions.

I am particularly drawn to the Career Change Detective role at Acme Corporation because of your commitment to innovative career solutions and the emphasis on personalized client support. I am eager to bring my expertise in career assessment and my dedication to empowering individuals to your organization. I am looking forward to the possibility of discussing this exciting opportunity further and exploring how I can contribute to Acme Corporation's mission. Thank you for considering my application.

Sincerely,

Jordan Taylor Smith