

# Jessica M. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Diplomat

Dear Hiring Manager,

I am excited to apply for the Career Change Diplomat position at Acme Corporation as advertised on your careers page. With a deep commitment to fostering relationships and facilitating effective communication, I believe my diverse background in project management and human resources equips me with the unique skills necessary to thrive in this role.

In my previous role as a Project Manager at Tech Innovations, I successfully led a cross-functional team through a significant organizational transformation. By implementing a comprehensive change management strategy, I not only improved project efficiency by 30% but also enhanced employee engagement scores by 25%, ensuring that team members felt supported and informed throughout the transition. Additionally, during my tenure at Global Solutions, I spearheaded a career development initiative that resulted in a 40% increase in internal promotions within the company. This experience honed my ability to assess individual strengths and align them with organizational needs, which is crucial for a Career Change Diplomat.

I am particularly drawn to this position at Acme Corporation due to your commitment to innovation and employee growth. I am eager to bring my experience in navigating change and my passion for helping others find their best career pathways to your esteemed organization. I look forward to the opportunity to discuss how my background and skills can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jessica M. Thompson