

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Education Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Education Administrator position at Acme Corporation, as advertised on your company's careers page. With a robust background in educational program development and a deep passion for facilitating career transitions, I am excited about the opportunity to contribute to your mission of empowering individuals to achieve their professional goals.

In my previous role as a Program Coordinator at Bright Futures Academy, I successfully designed and implemented a career transition program that supported over 200 adult learners in their pursuit of new employment opportunities. This initiative included personalized career counseling, skills assessments, and workshops that enhanced participants' job readiness. The program's success was evidenced by a 70% job placement rate within six months of completion, which exceeded our initial targets. Additionally, I developed partnerships with local businesses to create internship opportunities, allowing participants to gain valuable hands-on experience in their desired fields.

Furthermore, during my time at Community Skills Center, I led a team in revamping our career services offerings, introducing digital resources and online workshops that increased access for remote learners. This initiative resulted in a 30% increase in engagement and participation in our career services. I am confident that my ability to leverage technology and create inclusive programs aligns well with Acme Corporation's commitment to fostering diverse and equitable career pathways.

I am very interested in discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about contributing to your team.

Sincerely,

Jordan Lee Thompson