

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Elementary School Teacher

Dear Hiring Manager,

I am excited to apply for the Career Change Elementary School Teacher position at Acme Corporation, as advertised on your careers page. With my passion for education and a strong desire to foster a positive learning environment for young minds, I believe that my diverse background will bring a fresh perspective to your team.

In my previous role as a community program coordinator, I successfully developed and implemented educational workshops for children aged 5 to 12, which significantly increased participation rates by over 40% within a year. This experience honed my ability to create engaging lesson plans that cater to diverse learning styles, ensuring that each child has the opportunity to thrive. Additionally, I led a mentorship program where I collaborated with local schools to support at-risk students, resulting in a 30% improvement in their academic performance. This role taught me the importance of building strong relationships with both students and parents to foster a supportive learning environment.

I am eager to bring my skills in curriculum development and student engagement to the classroom at Acme Corporation. I am particularly impressed with your commitment to innovative teaching methods and community involvement, and I am excited about the opportunity to contribute to such an inspiring educational environment. I would love the chance to discuss how my background and enthusiasm for teaching can align with the goals of your school. Thank you for considering my application.

Sincerely,

Jordan Smith