

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Environmental Scientist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Environmental Scientist position at Acme Corporation, as advertised on your careers page. With a strong background in data analysis and project management, I am eager to leverage my skills in a field I am deeply passionate about. The opportunity to contribute to Acme's mission of promoting sustainability and environmental stewardship resonates with my personal and professional values.

In my previous role as a Project Coordinator at Green Solutions, I successfully led a team to implement a waste reduction initiative that resulted in a 30% decrease in landfill contributions over a six-month period. This project not only showcased my ability to manage cross-functional teams but also ignited my passion for environmental science. Additionally, I have completed a certification in Environmental Science through the University of California, which provided me with a solid foundation in environmental regulations, ecosystem management, and sustainability practices. My analytical skills were further enhanced by my time at Data Insights LLC, where I utilized statistical software to assess environmental impact reports, ensuring compliance with state and federal guidelines.

I am excited about the possibility of bringing my unique perspective and diverse skill set to the talented team at Acme Corporation. I am particularly impressed with your recent initiatives in renewable energy, and I am eager to discuss how my background in project management and data analysis can contribute to the success of your environmental programs. Thank you for considering my application; I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan Smith