

Jordan Sinclair

January 16, 2026

Acme Corporation

RE: Career Change Geologist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Geologist position at Acme Corporation, which I discovered on your careers page. With a strong background in environmental science and a passion for geology, I am excited about the opportunity to leverage my skills in a new direction and contribute to your team. Acme Corporation's commitment to sustainable practices aligns perfectly with my professional values, and I am eager to be part of such an innovative organization.

During my previous role as an Environmental Consultant at EcoSmart Solutions, I successfully led a project that assessed the environmental impact of soil contamination in urban areas. This involved extensive fieldwork, data collection, and analysis that not only resulted in remediation recommendations but also saved the company over \$100,000 in potential fines. My ability to synthesize complex geological data and communicate findings to stakeholders was pivotal in driving policy changes within the municipalities I worked with. Additionally, I took the initiative to develop a training program for junior consultants that improved our team's efficiency in conducting geological surveys by 30%, demonstrating my commitment to continuous improvement and professional development.

I am particularly drawn to the interdisciplinary nature of the Career Change Geologist role at Acme Corporation. I believe my skills in project management, environmental analysis, and team collaboration will allow me to make a meaningful contribution to your projects. I would welcome the opportunity to discuss how my background and ambitions align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Sinclair