

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Career Change History Teacher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change History Teacher position at Acme Corporation, which I discovered through your website. With a passion for history and a commitment to fostering inclusive and engaging learning environments, I believe my diverse background can significantly contribute to your educational team.

Throughout my career, I have developed strong communication and organizational skills that are vital for effective teaching. In my previous role as a Program Coordinator for a non-profit organization, I designed and implemented educational workshops that drew over 100 participants, focusing on historical contexts and their relevance to contemporary issues. These workshops not only enhanced the participants' historical knowledge but also encouraged critical thinking and dialogue among diverse groups of people. Furthermore, my work as a volunteer tutor for underprivileged youth allowed me to tailor lessons to meet individual student needs, resulting in a 20% improvement in their history grades over one academic year.

I am excited about the opportunity to bring my unique experiences and teaching philosophy to Acme Corporation. I am particularly impressed by your commitment to innovative teaching methods and curriculum development. I would love to discuss how my background in program coordination and student engagement can align with your goals for the history program. Thank you for considering my application; I look forward to the possibility of contributing to your team and discussing this role in further detail.

Sincerely,

Jordan Alexander Smith