

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Hr Coordinator

Dear Hiring Manager,

I am excited to apply for the Career Change HR Coordinator position at Acme Corporation, as advertised on your careers page. With my background in employee engagement and training program development, I believe I can bring a unique perspective to your team and contribute positively to your company's commitment to fostering a supportive and inclusive workplace environment.

In my previous role as a Training Specialist at XYZ Company, I successfully designed and implemented a comprehensive onboarding program that improved new hire retention rates by 30% within the first year. This initiative not only streamlined the onboarding process but also enhanced the overall employee experience by providing tailored resources and support to new hires. Additionally, I spearheaded a cross-departmental mentorship program aimed at helping employees transition to new roles within the organization. This program resulted in a 25% increase in internal promotions and significantly boosted employee morale and engagement.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to professional development and employee growth. I am eager to leverage my skills in talent management and my passion for helping individuals navigate their career paths effectively. I am confident that my ability to foster an inclusive environment and my experience in facilitating career transitions will make a valuable contribution to your HR team.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your HR department. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and am eager to discuss my candidacy further.

Sincerely,

Jordan Lee Thompson