

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Hr Manager

Dear Hiring Manager,

I am excited to apply for the Career Change HR Manager position at Acme Corporation as advertised on LinkedIn. With a robust background in human resources and a passion for fostering inclusive workplace environments, I am eager to bring my unique perspective and experiences to your team. Acme Corporation's commitment to innovation and employee development resonates with my own values, making this opportunity particularly compelling to me.

In my previous role as HR Coordinator at Global Tech Solutions, I successfully led a comprehensive employee engagement program that boosted overall staff satisfaction scores by 25% within one year. By implementing targeted feedback mechanisms and designing team-building activities, I was able to facilitate a more cohesive company culture. Additionally, I spearheaded a talent acquisition initiative that reduced the average hiring time by 30%, ensuring that we attracted top-tier candidates who aligned with the company's long-term vision.

I am particularly drawn to the Career Change HR Manager position because I believe that supporting employees through transitions is crucial for both personal and organizational success. By leveraging my experience in coaching and mentoring, I aim to help employees navigate their career paths and develop skills that align with Acme Corporation's evolving business needs. I am excited about the potential to implement programs that not only enhance employee retention but also build a pipeline of future leaders within your organization.

I would welcome the opportunity to discuss how my experiences and vision align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping to shape a dynamic and supportive work environment.

Sincerely,

Jordan Taylor