

Jordan Davis

January 16, 2026

Acme Corporation

RE: Career Change Librarian

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Librarian position at Acme Corporation, as advertised on your careers page. With a passion for fostering lifelong learning and a strong background in information management, I am excited about the opportunity to contribute to your team and support individuals navigating career transitions.

During my tenure as an Information Specialist at Tech Innovations, I successfully developed a comprehensive resource database that streamlined access to career-related materials for over 1,000 employees. This initiative not only improved resource utilization by 40% but also empowered employees to make informed decisions about their career paths. Additionally, I spearheaded a workshop series focused on essential job search skills, which resulted in a 30% increase in participation and positive feedback from attendees, illustrating my ability to engage and inspire diverse audiences.

In my previous role as a Community Outreach Coordinator, I collaborated with local organizations to create tailored programs for job seekers, including resume-building sessions and interview preparation workshops. This initiative not only enhanced community relationships but also provided invaluable support to individuals seeking new employment opportunities. My experience in managing diverse projects and connecting individuals with essential resources will be directly applicable in the Career Change Librarian role at Acme Corporation.

I am eager to bring my skills in information curation, community engagement, and program development to your team. I look forward to the possibility of discussing how I can contribute to Acme Corporation's mission of supporting individuals during their career transitions. Thank you for considering my application.

Sincerely,

Jordan Davis