

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Management Consultant

Dear Hiring Manager,

I am excited to apply for the Career Change Management Consultant position at Acme Corporation, which I discovered on LinkedIn. With a robust background in organizational development and a passion for helping individuals navigate their career transitions, I am eager to contribute to your team and support your clients in achieving their professional goals.

In my previous role as a Career Development Coach at Innovative Solutions, I successfully led a project that assisted over 200 professionals in transitioning to new careers within a year. By implementing personalized coaching strategies and utilizing market research, I aided clients in identifying transferable skills and exploring new industries. One of my notable achievements was guiding a client from the healthcare sector to a project management role in tech, resulting in a 40% increase in their salary and a fulfilling career path. Additionally, I initiated a series of workshops focused on resume building and interview techniques, which resulted in a 60% job placement rate among participants.

I am particularly drawn to Acme Corporation due to its commitment to empowering individuals through tailored career transformation services. I believe my hands-on experience in managing career transitions aligns perfectly with your mission to provide strategic advice and support to clients undergoing significant career changes. I am excited about the possibility of collaborating with your talented team to enhance the career development initiatives at Acme.

I would welcome the opportunity to discuss how my skills and experiences align with your needs. Thank you for considering my application; I look forward to the possibility of contributing to the impactful work at Acme Corporation.

Sincerely,

Jordan A. Smith