

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Mediator

Dear Hiring Manager,

I am excited to apply for the Career Change Mediator position at Acme Corporation, as advertised on LinkedIn. With a passion for helping individuals navigate their career transitions and a solid background in human resources and coaching, I am confident in my ability to contribute effectively to your team and support your mission of empowering professionals to achieve their career goals.

In my previous role as a career coach at Future Pathways, I successfully guided over 150 clients through significant career shifts, helping them identify transferable skills and develop tailored job search strategies. One of my most notable achievements was working with a group of mid-career professionals transitioning from manufacturing to tech-based roles. Through personalized workshops and one-on-one coaching sessions, I facilitated their learning of new technologies and improved their interview techniques, resulting in a 75% placement rate within six months.

Additionally, during my tenure at Career Connect, I implemented a mentoring program that paired experienced professionals with individuals seeking to change careers. This program not only fostered valuable connections but also increased participant satisfaction scores by 20% in our annual survey. My ability to build rapport and create supportive environments has been instrumental in helping clients overcome barriers and achieve their professional aspirations.

I am eager to bring my experience and dedication to Acme Corporation and would love the opportunity to discuss how my skills and background can benefit your team. Thank you for considering my application. I look forward to the possibility of working together to make a positive impact on the lives of those seeking career changes.

Sincerely,

Jordan Thompson