

# Jessica Thompson

January 16, 2026

Acme Corporation

RE: Career Change Program Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Program Manager position at Acme Corporation, which I discovered on LinkedIn. With a robust background in career development and program management, I am excited about the opportunity to contribute to your team and support individuals in navigating their career transitions successfully.

In my previous role as a Career Development Coordinator at Bright Futures, I spearheaded a career transition initiative that supported over 200 professionals in changing their career paths. I designed and implemented tailored workshops focused on resume building, interview strategies, and networking, resulting in a 75% success rate for participants securing employment in their desired fields within three months. Furthermore, I collaborated with local businesses to create internship opportunities that provided hands-on experience, directly benefiting both the participants and the companies.

Additionally, while managing the Professional Development Program at New Horizons, I led a team that developed a comprehensive online resource center for career changers, which included video tutorials, articles, and interactive tools. This initiative increased engagement by 40% and helped participants gain critical skills necessary for their new career paths. The program was recognized as a model for innovation and effectiveness in career services at our annual conference.

I am eager to bring my expertise in program management and passion for helping others to Acme Corporation. I would love the opportunity to discuss how my background, skills, and achievements align with the goals of your Career Change Program. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jessica Thompson