

# Jordan L. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Registrar

Dear Hiring Manager,

I am excited to apply for the Career Change Registrar position at Acme Corporation, which I discovered through LinkedIn. With a diverse background in education and career counseling, I am eager to leverage my skills to help individuals navigate their career transitions and empower them to achieve their professional goals.

In my previous role as a Career Advisor at Bright Futures Institute, I successfully developed and implemented a comprehensive career transition program that increased participant satisfaction by 40% within a year. This initiative involved collaborating with local businesses to create internship opportunities tailored for individuals seeking new career paths. Additionally, I facilitated workshops that helped over 200 clients identify transferable skills and develop effective job search strategies, resulting in a 30% increase in successful job placements among participants.

Furthermore, my experience in data analysis has equipped me with the ability to track and assess participant progress effectively. I designed a feedback system that allowed us to measure the success rates of our programs, leading to data-informed adjustments that enhanced our overall effectiveness. I am confident that my dedication to helping others find fulfilling careers, combined with my analytical skills, make me an ideal fit for this role at Acme Corporation.

I am very much looking forward to the opportunity to discuss how my experience and passion for career development align with the goals of Acme Corporation. Thank you for considering my application; I hope to connect soon to explore how I can contribute to your team.

Sincerely,

Jordan L. Mitchell