

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Social Services Coordinator

Dear Hiring Manager,

I am excited to apply for the Career Change Social Services Coordinator position at Acme Corporation, which I discovered on your company's careers page. With a passion for empowering individuals through transformative social services, I believe my unique background and commitment to community support align perfectly with the mission of Acme Corporation.

In my previous role as a Community Outreach Specialist, I successfully implemented a local support program that increased access to mental health resources for over 300 individuals in underserved neighborhoods. Through strategic partnerships with local organizations, I was able to secure funding and resources that allowed us to expand our outreach efforts. This experience not only honed my project management skills but also deepened my understanding of the barriers faced by marginalized populations.

Additionally, my volunteer work with a nonprofit focused on job readiness training allowed me to develop strong interpersonal and communication skills. By coordinating workshops and one-on-one coaching sessions, I facilitated a significant improvement in employment outcomes for participants, with a 70% success rate in job placements over a six-month period. My ability to connect with people from diverse backgrounds and help them navigate their challenges has been incredibly rewarding and drives my desire to continue this type of impactful work.

I am eager to bring my skills in program development and community engagement to the Career Change Social Services Coordinator position at Acme Corporation. I look forward to the opportunity to discuss how my background and experiences can contribute to the success of your team. Thank you for considering my application.

Sincerely,

Jordan Taylor