

# Jordan L. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Strategy Manager

Dear Hiring Manager,

I am excited to apply for the Career Change Strategy Manager position at Acme Corporation, as advertised on LinkedIn. With a robust background in organizational development and a passion for helping individuals navigate their career transitions, I am eager to contribute my expertise to your team and support Acme's mission of fostering professional growth and adaptability.

In my previous role as a Career Development Specialist at Innovate Solutions, I successfully led a comprehensive career transition program that resulted in a 25% increase in employee retention rates. By implementing personalized coaching sessions and workshops focused on skill identification and marketability, I empowered over 150 employees to pursue new career paths within the organization. Furthermore, I collaborated with senior leadership to identify key industry trends, leading to the development of a targeted training curriculum that equipped our workforce with skills aligned to emerging market demands.

Additionally, I spearheaded a cross-departmental initiative aimed at bridging the gap between traditional roles and evolving job functions. This initiative included the creation of an internal mentorship program that paired employees seeking change with seasoned professionals who had successfully navigated similar transitions. The program not only fostered community and engagement but also saw a 40% increase in successful internal transitions over a six-month period. I am confident that my strategic approach and proven results in career development align well with the goals of Acme Corporation.

I am very much looking forward to the opportunity to discuss how my experience and vision for the Career Change Strategy Manager role can contribute to the innovative work at Acme Corporation. Thank you for considering my application. I hope to speak with you soon to explore this exciting opportunity further.

Sincerely,

Jordan L. Thompson