

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Teacher

Dear Hiring Manager,

I am thrilled to apply for the Career Change Teacher position at Acme Corporation, as advertised on your website. With a passion for education and a strong background in career development, I am excited about the opportunity to help individuals navigate their career transitions and achieve their professional goals.

In my previous role as a Career Development Specialist at a local community college, I successfully developed and implemented a career transition program that catered to over 200 students and professionals seeking new opportunities. This program included tailored workshops, one-on-one coaching sessions, and networking events, resulting in a 30% increase in job placements within six months. My ability to connect with diverse individuals and understand their unique career aspirations was fundamental in creating a supportive learning environment.

Moreover, I created an online resource hub that provided essential tools and information for individuals making career changes. This hub included resume-building workshops, interview preparation sessions, and industry-specific insights, which garnered positive feedback from participants. I am particularly proud of a testimonial from a former participant who successfully changed careers from healthcare to technology, crediting my guidance as instrumental in her journey. I believe these experiences will be invaluable in helping your clients at Acme Corporation achieve tangible results in their career transitions.

I am eager to bring my expertise in career development and my commitment to empowering individuals to your team at Acme Corporation. I would love the opportunity to discuss how my background and skills align with the needs of your organization. Thank you for considering my application; I look forward to the possibility of contributing to your mission.

Sincerely,

Jordan A. Thompson