

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Teaching Assistant

Dear Hiring Manager,

I am excited to apply for the Career Change Teaching Assistant position at Acme Corporation, which I discovered on your careers page. With a strong background in project management and a passion for education, I am eager to transition my skills into a role that supports student learning and success. I believe my diverse experiences will allow me to effectively contribute to your team and create a positive environment for students.

In my previous role as a project coordinator, I successfully managed a team of five to deliver educational workshops to underprivileged youth. This initiative not only increased attendance by 40% over six months but also received commendations from local community leaders for its impact on student engagement. Additionally, I volunteered as a mentor for a youth literacy program, where I developed personalized reading strategies for students struggling with comprehension. Witnessing their progress was incredibly rewarding, and it solidified my commitment to fostering educational growth in young learners.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative teaching methods and community involvement. I believe my ability to connect with students, combined with my organizational and communication skills, will allow me to support your educational initiatives effectively. I am eager to discuss how my background and enthusiasm for education can align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Mitchell