

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Tutor

Dear Hiring Manager,

I am excited to apply for the Career Change Tutor position at Acme Corporation, as advertised on your company website. With a passion for empowering individuals to navigate their career transitions effectively, I am eager to bring my expertise in career counseling and education to your team.

In my previous role as a Career Development Coach at Innovate Career Services, I successfully guided over 150 professionals through significant career changes. One of my key achievements was developing a tailored workshop series that helped participants identify transferable skills and market themselves effectively in new industries. This initiative improved job placement rates by 40% within six months. Additionally, I collaborated with local businesses to create internship opportunities, giving my clients hands-on experience that not only boosted their resumes but also facilitated smoother transitions into their new careers.

I am particularly drawn to Acme Corporation's commitment to fostering a supportive learning environment. I believe that my background in personalized career coaching and my proven track record of helping clients achieve their professional goals align perfectly with the mission of your organization. I am eager to bring my innovative strategies and passion for adult education to your team, enriching the lives of those seeking to change their career paths.

I would love the opportunity to further discuss how my experience and vision can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of working together to empower individuals in their career journeys.

Sincerely,

Jordan A. Mitchell