

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Organization/Agency Name]

[Address]

Dear [Hiring Manager Name],

As a seasoned Corporate Recruiter with [Number] years of experience identifying top-tier talent, I am writing to express my interest in the [Job Title] position at [Organization Name]. Having spent my career evaluating candidates from the employer's perspective, I am eager to pivot my expertise toward empowering individuals to navigate their professional journeys as a Career Coach.

During my tenure at [Current/Previous Company], I screened thousands of resumes and conducted over [Number] interviews. This experience has given me an insider's understanding of what makes a candidate successful. I have consistently provided informal coaching to internal employees and external candidates on personal branding, interview techniques, and salary negotiations. Transitioning to a dedicated Career Coach role allows me to leverage these skills to help clients bridge the gap between their current capabilities and their professional aspirations.

My background in corporate recruitment has equipped me with specific competencies essential for this role:

- **Strategic Guidance:** Expertise in translating complex job descriptions into actionable career roadmaps for candidates.
- **Resume & Portfolio Optimization:** A deep understanding of Applicant Tracking Systems (ATS) and the nuances of high-impact resume writing.
- **Market Intelligence:** Real-time knowledge of industry hiring trends, compensation benchmarks, and required skill sets.

I am particularly drawn to [Organization Name] because of your commitment to [mention a specific company value or program]. I am confident that my ability to view the job market through a recruiter's lens will provide your clients with a unique competitive advantage.

Thank you for your time and consideration. I look forward to discussing how my recruiting background can contribute to the success of your coaching team.

Sincerely,

[Your Name]