

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Career Coaching Firm/Organization Name]

[Address]

Re: Application for [Career Coach / Career Consultant] Position

Dear [Hiring Manager Name],

As a seasoned Executive Recruiter with [Number] years of experience navigating the high-stakes talent landscape, I am writing to express my enthusiastic interest in the [Position Name] role at [Organization Name]. Having spent my career identifying and placing top-tier leadership talent, I am eager to transition my expertise from the "hiring" side of the desk to the "development" side, helping individuals strategically navigate their professional trajectories.

Throughout my tenure at [Current/Previous Search Firm], I have acted as a de facto coach to hundreds of candidates. My background as an executive recruiter has provided me with unique insights that directly translate to effective career coaching, including:

- **Market Intelligence:** Deep understanding of what employers prioritize and how candidates can bridge the gap between their current skills and market demands.
- **Resume & Branding Strategy:** Expert ability to transform raw experience into compelling narratives that resonate with decision-makers.
- **Interview Preparation:** Proven success in preparing leaders to handle complex behavioral interviews and executive-level negotiations.
- **Strategic Partnership:** A history of building high-trust relationships with diverse professionals to help them realize their career objectives.

What draws me specifically to [Organization Name] is your reputation for [mention a specific company value or coaching methodology]. I am confident that my "insider" knowledge of the recruitment process will provide your clients with a competitive edge and actionable clarity.

I welcome the opportunity to discuss how my background in executive search can contribute to the success of your coaching team. Thank you for your time and consideration.

Sincerely,

[Your Name]