

[Your Full Name]
[Your Phone Number] | [Your Email]
[Your LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Company/Consultancy Name]
[Company Address]

RE: Application for Career Coach Position

Dear *[Hiring Manager Name]*,

As a seasoned recruitment professional with *[Number]* years of experience in high-stakes headhunting, I am writing to express my interest in the Career Coach role at *[Company Name]*. Having spent my career identifying top talent and understanding the intricacies of the hiring landscape, I am eager to pivot my focus from filling vacancies to empowering individuals to achieve their long-term professional goals.

In my recent role as *[Current/Previous Job Title]* at *[Agency Name]*, I managed the full-cycle recruitment process for *[Industry/Niche]*. My background has provided me with a unique perspective on what makes a candidate successful, including:

- **Strategic Resume Optimization:** Refined hundreds of resumes to pass ATS filters and capture executive attention.
- **Interview Coaching:** Prepared candidates for technical and behavioral interviews, resulting in a *[Percentage]*% placement success rate.
- **Market Intelligence:** Provided deep insights into salary negotiations, career pathing, and industry trends.

While headhunting is driven by the needs of the employer, my true passion lies in the advocacy and development of the candidate. I am particularly drawn to *[Company Name]* because of your commitment to *[mention a specific value or program the company has]*. I am confident that my ability to "read" the market and my experience managing diverse professional personalities will allow me to deliver high-impact coaching results for your clients.

I look forward to the possibility of discussing how my recruitment expertise can translate into success for your coaching team. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]