

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Company/Organization Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name]. Having spent [Number] years as an In-House Recruiter at [Previous Company], I have developed a deep understanding of what makes candidates successful and how to navigate the complexities of the modern job market. I am now eager to transition my expertise from the hiring side of the desk to directly empowering individuals as a Career Coach.

Throughout my recruiting career, the most fulfilling aspect of my work was not just filling roles, but providing personalized guidance to candidates. I have reviewed over [Number] resumes and conducted [Number] interviews, giving me a unique "insider perspective" on hiring trends and talent evaluation. At [Previous Company], I successfully [mention a specific achievement, e.g., improved candidate experience scores by X% or developed an internal mobility program], which required the same empathy, active listening, and strategic planning essential for effective career coaching.

My background in talent acquisition allows me to offer clients practical, actionable advice on resume optimization, interview storytelling, and salary negotiation. I am particularly drawn to [Company Name] because of your [mention a specific company value or service]. I am confident that my ability to translate corporate hiring requirements into individual career strategies will make me a valuable asset to your coaching team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my recruiting background can help [Company Name]'s clients achieve their professional goals.

Sincerely,

[Your Signature]

[Your Printed Name]