

[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],

I am writing to express my interest in the **Career Coach** position at [Organization Name]. Having spent [Number] years as an Internal Recruiter at [Current/Previous Company], I have developed a deep understanding of what makes a candidate successful in today's job market. I am eager to transition my expertise from selecting talent to empowering individuals to navigate their career paths effectively.

During my tenure in talent acquisition, I reviewed over [Number] resumes and conducted hundreds of interviews. This "behind-the-curtain" perspective has provided me with unique insights into hiring manager expectations, resume optimization, and interview psychology. I have consistently acted as an informal coach to internal employees seeking lateral moves, helping them refine their value propositions and achieve professional growth.

My key qualifications include:

- **Expert Market Knowledge:** Strong grasp of industry trends, salary benchmarks, and the functional skills required for [Specific Industry] roles.
- **Strategic Guidance:** Experience coaching candidates through complex offer negotiations and career transitions.
- **Relationship Management:** Proven ability to build trust with diverse stakeholders and provide constructive, actionable feedback.

I am passionate about shifting my focus toward long-term candidate advocacy and helping your clients at [Organization Name] unlock their full professional potential. I am confident that my recruiter's mindset will provide your clients with a competitive edge.

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

Sincerely,

[Your Signature]

[Your Printed Name]