

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Career Coach** position at [Company Name]. With a background as a [Senior/Lead] Recruiter at [Current/Previous Company], I have spent years identifying potential in candidates. I am now eager to transition my expertise in the hiring landscape toward helping individuals navigate their professional journeys and achieve their career goals.

During my time in talent acquisition, I have reviewed thousands of resumes and conducted countless interviews. This "behind-the-scenes" perspective has provided me with a unique understanding of what makes a candidate successful. My core competencies that align with this role include:

- **Strategic Career Guidance:** I have naturally served as an informal coach to candidates, providing feedback on resume optimization and interview techniques to help them secure offers.
- **Market Insight:** My deep knowledge of industry trends and salary benchmarks allows me to provide realistic, data-driven advice to job seekers.
- **Empathy and Communication:** I excel at building trust and active listening, ensuring that individual aspirations are matched with actionable plans.

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 recruiter mindset-knowing exactly what employers look for-will be a significant asset to your coaching team and the clients you serve.

Thank you for your time and consideration. I look forward to the possibility of discussing how my recruiting background can translate into success for your clients.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]