

[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 interest in the **Career Coach** position at [Company Name]. Having spent [Number] years as a Senior Recruiter, I have evaluated thousands of resumes and conducted hundreds of interviews. I am now eager to pivot my expertise from the corporate selection side to a person-centered coaching role where I can empower individuals to navigate their career paths effectively.

Throughout my recruiting career, I found the most fulfillment not just in filling roles, but in providing candidates with the tools to succeed. My background has provided me with unique insights into [mention 2-3 key skills, e.g., resume optimization, interview strategy, and labor market trends]. I have a proven track record of identifying high-potential talent and understanding the psychological barriers that often hinder career progression.

At [Current/Previous Company], I was recognized for [mention a specific achievement, e.g., developing a candidate experience program or mentoring junior staff]. I intend to translate this experience into actionable strategies for your clients, helping them build confidence and secure meaningful employment. I am particularly drawn to [Company Name] because of your commitment to [mention a company value or specific program].

I am confident that my "behind-the-scenes" knowledge of the hiring process will be a significant asset to your coaching team. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my recruiting background can benefit your clients.

Sincerely,

[Your Name]