

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

[Date]

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

Dear [Hiring Manager Name],

As a Talent Acquisition Specialist with [Number] years of experience identifying and evaluating talent, I am writing to express my enthusiasm for the Career Coach position at [Company Name]. Having spent my career understanding what makes a candidate successful from the employer's perspective, I am eager to transition my expertise toward empowering individuals to navigate their professional paths.

In my recent role at [Current/Previous Company], I managed full-cycle recruitment for [Industry] roles, reviewing thousands of resumes and conducting over [Number] interviews. This experience has given me an insider's view of the hiring process, which I now intend to use to help clients optimize their resumes, master interview techniques, and develop strategic career roadmaps. I have already demonstrated success in this area by [mention a specific achievement, e.g., mentoring junior staff or providing unofficial career guidance that led to promotions].

My background in recruitment has equipped me with a deep understanding of market trends, salary negotiations, and personal branding. I possess the empathy required to support job seekers through career transitions and the analytical skills needed to align their goals with current market demands. I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or program].

I am confident that my recruiter's mindset will provide a unique and valuable perspective to your coaching team. I look forward to the opportunity to discuss how my background in talent acquisition can contribute to the success of your clients.

Thank you for your time and consideration.

Sincerely,

[Your Name]