

Job Application for Career Coach Position

John Doe

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City, State, Zip

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Date: October 1, 2023

Hiring Manager

XYZ Company

456 Business Rd

City, State, Zip

Dear Hiring Manager,

I am writing to express my interest in the Career Coach position at XYZ Company as advertised on your website. With a strong background in career counseling and extensive volunteer experience, I am excited about the opportunity to contribute to your team.

In my previous role as a volunteer career coach with ABC Nonprofit Organization, I successfully guided over 50 individuals through career transition phases. I developed and facilitated workshops on resume writing, interview preparation, and job search strategies, tailored to the unique needs of participants. My experience has equipped me with the skills to empower individuals to achieve their career goals and foster their professional growth.

I am passionate about helping others navigate their career paths and believe that my empathetic approach and dedication to personal development make me a great fit for your organization. I am eager to bring my expertise in career coaching to XYZ Company and support your mission of fostering career success for your clients.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your team.

Sincerely,

John Doe