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Hiring Manager

Building Bridges Leadership Institute

Washington, DC

Dear Hiring Manager,

I'm writing to express my interest in the Career Development Specialist role at Pathways Leadership Institute. With a background in instructional design, equity-centered facilitation, and career coaching, I bring a deep commitment to helping professionals articulate their strengths and navigate meaningful career transitions.

Over the past five years, I've coached more than 500 clients through résumé refinement, interview preparation, and leadership development. I've designed and facilitated workshops for diverse audiences, including ERGs, nonprofits, and university programs, focusing on career storytelling, networking, and ethical use of AI tools. My materials are known for being visually engaging, accessible, and grounded in real-world application.

I'm particularly drawn to Pathways' mission to expand access to leadership development. My approach centers clarity, inclusion, and participant-centered design, ensuring that every learner leaves with tools they can immediately use. I'd welcome the opportunity to contribute to your team and continue building affirming, high-impact learning experiences.

Thank you for considering my application. I look forward to the possibility of connecting.

Warm regards,

Jordan T. Ellis