

# Jordan L. Matthews

January 16, 2026

Acme Corporation

RE: Career Change School Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change School Counselor position at Acme Corporation, as advertised on LinkedIn. With a strong background in education and a passion for guiding individuals through transformative career shifts, I am excited about the opportunity to support students in navigating their unique paths to success.

In my previous role as an Academic Advisor at Riverside High School, I implemented a career exploration program that increased student engagement in career planning by 40% within one academic year. By collaborating with local businesses and inviting guest speakers from diverse industries, I was able to provide students with firsthand insights into various career options. This initiative not only equipped students with valuable information but also fostered essential networking opportunities, setting them up for future success.

Additionally, I facilitated workshops focused on resume writing and interview preparation, which empowered students to confidently pursue internships and job opportunities. One of my proudest achievements was mentoring a group of students who sought to transition into STEM fields; through tailored guidance and support, I was able to help them secure internships at tech companies, where they gained practical experience and industry connections. My ability to build rapport and trust with students and families has been instrumental in fostering a supportive environment conducive to career exploration.

I am eager to bring my skills and experiences to Acme Corporation and contribute to the success of your students. I look forward to the opportunity to discuss how my background and vision align with your goals for the Career Change School Counselor role. Thank you for considering my application.

Sincerely,

Jordan L. Matthews