

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Tour Guide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Tour Guide position at Acme Corporation, which I discovered on your company's careers page. With a profound passion for storytelling and a commitment to delivering exceptional experiences, I am excited about the opportunity to join your team and guide visitors through the rich narratives that define your tours.

In my previous role as an Event Coordinator, I successfully organized and led numerous cultural events that attracted over 500 participants each. This position honed my skills in engaging diverse audiences and tailoring experiences to their interests, which I believe directly translates to the role of a tour guide. For instance, I developed a series of interactive workshops that not only educated attendees about local history but also encouraged participation through immersive activities. This experience taught me how to foster an engaging atmosphere, making history come alive for participants.

Additionally, I have a background in customer service, having worked for three years in a retail environment where I consistently exceeded sales targets by 20%. My ability to connect with customers, understand their needs, and provide personalized recommendations resulted in a loyal clientele. I believe this skill is essential for a tour guide, as understanding visitor preferences can significantly enhance their experience. I am excited about the opportunity to share knowledge and create memorable moments for guests from all walks of life.

I am eager to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and providing exceptional tours that highlight the unique stories and experiences your company offers.

Sincerely,

Jordan Mitchell