

# Jordan A. Michaels

January 16, 2026

Acme Corporation  
RE: Career Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Counselor position at Acme Corporation, which I found on LinkedIn. With a strong background in career development and a passion for helping individuals achieve their professional goals, I believe I would be a valuable addition to your team. Acme's commitment to fostering personal growth aligns perfectly with my professional values, and I am excited about the opportunity to contribute to your mission.

In my previous role as a Career Counselor at Bright Futures, I successfully developed a comprehensive career readiness program that increased job placement rates for graduates by 25% within one year. By implementing personalized counseling sessions, workshops, and employer engagement initiatives, I was able to guide over 300 students in identifying their career paths and enhancing their job readiness skills. Additionally, I collaborated with local businesses to create internship opportunities that not only benefitted the students but also provided companies with skilled candidates.

Moreover, I designed a mentorship program that paired students with industry professionals, resulting in a 40% increase in students securing internships in their desired fields. This initiative not only built essential networking relationships but also equipped students with practical insights into the job market. I am particularly proud of the positive feedback from both students and mentors, which affirmed the program's impact on their professional development.

I am eager to bring my expertise in career counseling and my passion for empowering individuals to Acme Corporation. I would love the opportunity to discuss how my background, skills, and achievements align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan A. Michaels