

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Career Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Career Counselor position at Acme Corporation as advertised on LinkedIn. With a strong passion for helping individuals navigate their career paths and a solid educational background in Counseling Psychology, I am eager to contribute my skills and energy to your team.

During my internship at the University Career Center, I successfully developed and implemented a series of workshops aimed at enhancing students' resume writing and interview skills. This initiative led to a 30% increase in student engagement, demonstrating my ability to connect with diverse groups and provide valuable guidance. Additionally, I collaborated with academic advisors to create tailored career plans for students, ensuring that they were aligned with their professional aspirations. This experience taught me the importance of personalized support and effective communication in helping individuals achieve their career goals.

I am particularly impressed with Acme Corporation's commitment to fostering a supportive environment for career exploration and development. I would love the opportunity to discuss how my background in counseling and my proactive approach to career services can contribute to the success of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith