

Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Entry Level Genetic Counselor

Dear Hiring Manager,

I am excited to apply for the Entry Level Genetic Counselor position at Acme Corporation, as advertised on your careers page. With my recent graduation from the University of Genetics and my passion for personalized medicine, I am eager to contribute to your team and help patients navigate their genetic health options.

During my internship at the Genomic Health Clinic, I had the opportunity to work closely with patients in a clinical setting, providing them with genetic risk assessments and counseling. I successfully assisted in the development of educational materials aimed at increasing patient understanding of genetic testing, resulting in a 30% increase in patient engagement during appointments. Additionally, I collaborated on a research project that analyzed the implications of genetic mutations on treatment responses in breast cancer patients; our findings were presented at the National Genetics Conference, highlighting my ability to contribute to both clinical practice and research.

I am particularly impressed by Acme Corporation's commitment to advancing genetic counseling through innovative practices and patient-centered care. I am eager to bring my background in genetics, along with my strong communication skills, to your team, and I am confident that my proactive approach will be an asset in supporting your patients. I would love the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the opportunity to contribute to your esteemed organization.

Sincerely,

Jordan Lee Smith