

Jessica Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Mediator

Dear Hiring Manager,

I am excited to apply for the Entry Level Mediator position at Acme Corporation, as advertised on your careers page. With a passion for conflict resolution and a foundational understanding of mediation principles, I am eager to contribute to your team and support your mission of fostering constructive communication.

During my time at university, I volunteered with the student mediation program, where I successfully facilitated discussions between peers to resolve conflicts amicably. One notable instance involved mediating a disagreement between students regarding group project roles. By implementing active listening techniques and guiding the conversation towards common goals, I helped the group reach a consensus, resulting in improved collaboration and a successful project outcome. Additionally, I completed a coursework project focused on negotiation strategies, where I analyzed case studies and role-played various mediation scenarios, enhancing my ability to navigate complex interpersonal dynamics effectively.

I am particularly drawn to Acme Corporation because of its commitment to innovative conflict resolution strategies and its reputation for excellence in the field. I am excited about the potential to learn from experienced mediators within your team while contributing my unique perspective and skills. I would appreciate the opportunity to further discuss how my background and passion for mediation align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of joining your team.

Sincerely,

Jessica Taylor