

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Reading Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Reading Specialist position at Acme Corporation, which I discovered on your careers page. Having a passion for literacy and education, I am excited about the opportunity to contribute to your team's efforts in promoting reading skills among students of various backgrounds.

During my time at University, I volunteered as a reading tutor for underprivileged children in my community. This experience allowed me to develop tailored lesson plans that addressed individual learning needs, resulting in a 30% increase in reading comprehension scores for my students over a semester. Additionally, I completed an internship with a local school district, where I assisted in implementing a literacy program that incorporated innovative reading strategies and technology. This program led to a noticeable improvement in engagement and outcomes, as evidenced by student feedback and progress tracking.

I am particularly drawn to this role at Acme Corporation due to your commitment to fostering an inclusive and supportive learning environment. I am eager to bring my skills in instructional design and my passion for helping students achieve their reading goals to your organization. I would welcome the opportunity to further discuss how my background, skills, and enthusiasm can contribute to the success of your literacy initiatives.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor