

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level School Counselor

Dear Hiring Manager,

I am excited to apply for the Entry Level School Counselor position at Acme Corporation, as advertised on your careers page. With a deep passion for education and student development, I believe my background in psychology and hands-on experience in school settings make me an ideal candidate for this role. I am eager to contribute to your team and support the emotional and academic growth of students.

During my internship at Riverside High School, I successfully implemented a peer mentoring program that paired upperclassmen with freshmen. This initiative not only fostered a sense of community within the school but also helped to improve the freshmen's engagement in their studies by 30%. Additionally, I organized and facilitated workshops on stress management and study skills, equipping students with essential tools to navigate their academic challenges effectively. This experience taught me the importance of proactive support and the impact it can have on student success.

Furthermore, I volunteered at a local community center, where I provided counseling support to at-risk youth. Through this role, I developed individualized action plans that addressed the specific needs of each student, resulting in a 20% increase in their academic performance and attendance rates. This reinforced my belief in the transformative power of dedicated counseling and the necessity of tailoring support to meet diverse student needs.

I am enthusiastic about the opportunity to bring my skills and passion for student advocacy to Acme Corporation. I would welcome the chance to discuss how my experiences align with your goals for the counseling department. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor