

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Tour Guide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Tour Guide position at Acme Corporation, as advertised on your careers page. With a passion for storytelling and a deep appreciation for cultural heritage, I am excited about the opportunity to share my knowledge and enthusiasm with visitors exploring our beautiful destinations.

During my time as a volunteer at the local heritage museum, I led guided tours for school groups, where I successfully engaged students with interactive storytelling techniques. This experience not only honed my public speaking skills but also taught me the importance of adapting my communication style to suit diverse audiences. Additionally, while working part-time at a visitor information center, I developed comprehensive knowledge of local attractions and history, enabling me to provide insightful recommendations that enhanced visitor experiences. My dedication to ensuring guests feel welcome and informed has consistently resulted in positive feedback, as evidenced by a 95% satisfaction rate in our visitor surveys.

I am particularly drawn to Acme Corporation because of your commitment to providing immersive and educational experiences for your guests. I would love the opportunity to contribute my skills in presentation and audience engagement while learning from your experienced team. I am eager to discuss how my background and passion for travel can align with the goals of your organization.

Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and would appreciate the chance to discuss my qualifications in further detail.

Sincerely,

Jordan Smith