

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Career Counselor

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Career Counselor position at Acme Corporation, as advertised on your company's careers page. With extensive experience in career counseling and a passion for empowering individuals to achieve their professional goals, I am enthusiastic about the opportunity to contribute to your team.

During my time as a freelance career counselor, I successfully helped over 100 clients navigate their career transitions, which included resume writing, interview preparation, and personalized job search strategies. One of my proudest achievements was guiding a recent college graduate from a liberal arts background into a rewarding position in tech, where they now thrive as a project coordinator. Through tailored coaching sessions, I helped them identify transferable skills and build confidence, resulting in a 90% success rate in landing interviews for my clients.

Additionally, I managed a workshop series focused on career development for diverse groups, collaborating with local agencies to provide accessible resources for underrepresented job seekers. One workshop in particular, which offered practical skills and networking opportunities, resulted in a significant uptick in job placements within the community. My ability to connect with clients and understand their unique needs has consistently led to positive outcomes and satisfied clients.

I am eager to bring my expertise in career counseling to Acme Corporation and contribute to your commitment to developing future talent. I look forward to the possibility of discussing how I can help your clients achieve their career aspirations. Thank you for considering my application.

Sincerely,

Jordan Thompson