

Jordan Rivera

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Tour Guide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Tour Guide position at Acme Corporation, which I discovered on your careers page. As a passionate travel enthusiast with years of experience in leading diverse groups through various cultural and historical sites, I am excited about the opportunity to bring my skills and knowledge to your team.

In my previous role as a freelance tour guide, I successfully curated and led over 100 personalized tours across major cities, including New York and San Francisco. One of my most notable achievements was developing a themed walking tour that highlighted local street art and its cultural significance, which increased participation by 30% compared to traditional offerings. Additionally, I received a 95% satisfaction rating from clients, many of whom praised my storytelling ability and deep knowledge of the history behind each site. This experience has honed my ability to engage audiences and provide enriching experiences that cater to diverse interests.

Moreover, I created a series of virtual tours during the pandemic, which not only maintained client engagement but also expanded my reach to an international audience. This initiative resulted in a 40% increase in my client base and showcased my adaptability and innovative approach to guiding. I believe these skills are directly aligned with Acme Corporation's commitment to offering unique and immersive travel experiences.

I would love the opportunity to discuss how my background, skills, and enthusiasm for travel can contribute to the continued success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Rivera