

# Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Career Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Career Counselor position at Acme Corporation, which I discovered on your careers page. With a passion for guiding students in their professional journeys and a solid background in career counseling, I am excited about the opportunity to contribute to your team and help interns achieve their career goals.

In my previous role as a Career Services Assistant at University XYZ, I successfully developed and implemented a workshop series focused on resume building and interview preparation, which increased student participation by 40% within one semester. Additionally, I coordinated an internship fair that brought together over 50 local employers and 300 students, resulting in a 25% increase in internship placements for our students. These experiences have equipped me with the skills to effectively connect students with potential career opportunities and to provide tailored guidance that meets their individual needs.

I am particularly drawn to Acme Corporation because of your commitment to empowering students and fostering their professional development. I believe my proactive approach to counseling and my ability to build strong relationships with both students and employers will further enhance the success of your internship programs. I am eager to bring my expertise in career counseling and my enthusiasm for student mentorship to your esteemed organization.

I would love the opportunity to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and supporting the next generation of professionals.

Sincerely,

Jordan Avery Smith