

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Counselor position at Acme Corporation, which I discovered on your careers page. With a strong background in career development and youth mentorship, I am excited about the opportunity to contribute to your team and help guide interns in their professional journeys.

During my time as a Career Services Assistant at XYZ University, I successfully organized and facilitated career workshops that increased student engagement by 40%. These workshops included resume writing, interview preparation, and networking skills, all tailored to equip students for internship applications. Additionally, I collaborated with local businesses to create internship opportunities, resulting in a 25% increase in placements for students in my department. My ability to connect with students and employers alike has honed my skills in fostering relationships that benefit all parties involved.

I am particularly drawn to Acme Corporation's commitment to professional development and innovation, and I believe my proactive approach aligns well with your organizational values. I am eager to bring my experience in mentorship and program coordination to your team, helping to shape the next generation of talent. I would welcome the opportunity to discuss how my background and aspirations align with the goals of Acme Corporation.

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you and sharing how I can contribute to the success of your internship program.

Sincerely,

Jordan Taylor