

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Tour Guide

Dear Hiring Manager,

I am excited to apply for the Internship Tour Guide position at Acme Corporation, as advertised on your careers page. With a passion for sharing knowledge about local history and culture, I am eager to contribute my skills to your team and help create memorable experiences for visitors. Your commitment to fostering a welcoming atmosphere aligns perfectly with my values, and I believe my background makes me a strong candidate for this role.

During my time volunteering at the City Museum, I had the opportunity to lead educational tours for various groups, including school children and international visitors. I received positive feedback for my ability to engage participants by incorporating storytelling elements and interactive components, which not only made the tours informative but also enjoyable. Additionally, I collaborated with a team to develop a new tour route that highlighted lesser-known exhibits, resulting in a 30% increase in visitor participation during the following quarter.

Moreover, my experience as a customer service representative at a local visitor center has honed my communication and problem-solving skills. I routinely assisted diverse groups of tourists, providing them with tailored recommendations based on their interests and preferences. This role required adaptability and quick thinking, which I believe are essential traits for a successful tour guide. I am passionate about creating an inclusive environment where every visitor feels welcomed and valued.

I would love the opportunity to discuss how my experiences and enthusiasm can contribute to the success of Acme Corporation's tour program. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Smith