

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Admissions Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Admissions Counselor position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a passion for education and student support, I am excited about the opportunity to contribute to your team and help prospective students navigate their journey to higher education.

While I may not have direct experience in admissions, I have developed strong interpersonal and organizational skills through my role as a volunteer mentor at my university's tutoring center. In this capacity, I successfully guided a diverse group of students, helping them to enhance their study skills and improve their academic performance. This experience not only honed my ability to communicate effectively but also instilled in me a deep understanding of the challenges that students face when pursuing their educational goals. Furthermore, I took the initiative to organize workshops aimed at improving students' understanding of the college application process, which received positive feedback from participants and increased attendance by 30% over a semester.

I am particularly drawn to Acme Corporation's commitment to providing personalized support to students. I believe my empathetic approach and dedication to fostering a welcoming environment align perfectly with your mission. I am eager to bring my background in mentoring and my proactive attitude to the Admissions Counselor role. I am confident that my enthusiasm for student development can contribute positively to your team.

I would be thrilled to further discuss how my background and skills can benefit Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor