

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Career Counselor

Dear Hiring Manager,

I am excited to apply for the No Experience Career Counselor position at Acme Corporation, as advertised on your careers page. With a strong passion for helping individuals navigate their career journeys and a commitment to fostering a supportive environment for new job seekers, I believe I would be an excellent fit for your team.

During my time volunteering at the local community center, I developed and led workshops aimed at empowering individuals seeking their first jobs. By tailoring these sessions to address the unique challenges faced by young adults entering the workforce, I successfully helped over 50 participants create impactful resumes and prepare for interviews. Additionally, my role involved one-on-one mentoring, where I provided personalized guidance that boosted several individuals' confidence and clarity regarding their career aspirations. This experience honed my ability to understand diverse backgrounds and tailor my approach accordingly.

Moreover, my internship with a non-profit organization allowed me to collaborate with career services to enhance their outreach programs. I assisted in designing a social media campaign that increased participation in career fairs by 40%, demonstrating my ability to connect resources with the community effectively. I am eager to bring this experience in program development and community engagement to Acme Corporation, where I can help empower clients to take control of their career paths.

I would love the opportunity to discuss how my background, skills, and enthusiasm for career counseling 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 individuals in achieving their career potential.

Sincerely,

Jordan Smith