

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience City Planner

Dear Hiring Manager,

I am excited to apply for the No Experience City Planner position at Acme Corporation, as advertised on your careers page. With a strong academic foundation in urban planning and a passion for sustainable development, I am eager to contribute my skills and enthusiasm to your team. I am particularly drawn to Acme Corporation's commitment to community engagement and innovative planning solutions, which aligns with my own values and aspirations in this field.

During my time at the University of Springfield, I completed a capstone project that focused on revitalizing underutilized urban spaces. Collaborating with a team of fellow students, I conducted surveys and engaged with local residents to gather input on their needs and preferences. This project not only honed my research and analytical skills but also allowed me to develop practical solutions that were well-received by stakeholders, ultimately earning recognition from the university for its impact on community planning initiatives. Additionally, I volunteered with the Springfield Community Development Organization, where I assisted in organizing workshops aimed at educating residents about zoning laws and urban sustainability practices. These experiences provided me with valuable insights into the planning process and the importance of collaboration with diverse groups.

I am eager to bring my fresh perspective and dedication to the No Experience City Planner role at Acme Corporation. I am confident that my background in urban studies, combined with my enthusiasm for fostering community involvement, will enable me to contribute positively to your projects. I would love the opportunity to discuss how my academic achievements and volunteer experiences can align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's important work in city planning.

Sincerely,

Jordan Smith