

Jessica Taylor

January 16, 2026

Acme Corporation

RE: No Experience Reading Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Reading Specialist position at Acme Corporation, which I discovered on your careers page. As a passionate advocate for literacy and a recent graduate with a degree in Education, I am excited about the opportunity to contribute to your team and support students in their reading development.

During my time at university, I completed a project that involved creating a reading intervention program for struggling readers in a local elementary school. This program not only improved the reading skills of participating students by an average of 22% but also fostered a love for reading through engaging and interactive activities. Additionally, I volunteered as a tutor where I successfully helped students from diverse backgrounds overcome their reading challenges, demonstrating my ability to adapt my teaching techniques to meet individual needs and learning styles.

I am particularly drawn to the mission of Acme Corporation in promoting literacy and education for all. I am eager to bring my enthusiasm for reading and my commitment to fostering a supportive learning environment to your team. I would love the opportunity to discuss further how my background and passion align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your organization.

Sincerely,

Jessica Taylor