

Jordan Lee Anderson

January 16, 2026

Acme Corporation

RE: Promotion School Counselor

Dear Hiring Manager,

I am excited to apply for the Promotion School Counselor position at Acme Corporation as advertised on your careers page. With a strong background in student advocacy and a proven track record of fostering academic and personal growth, I am eager to contribute to your team and support students in achieving their full potential.

In my previous role as a School Counselor at Lincoln High School, I successfully implemented a mentorship program that paired upperclassmen with incoming freshman, resulting in a 30% increase in student retention rates. This initiative not only improved academic performance but also helped to create a supportive school community where students felt valued and connected. Additionally, I facilitated workshops on college readiness and scholarship applications that saw 85% of participants apply for at least one scholarship, leading to an overall increase in financial aid awarded to our students. These experiences have equipped me with the skills to effectively guide students through their academic journeys and to advocate for their needs.

I am particularly drawn to this position at Acme Corporation because of your commitment to holistic student development and your innovative approach to counseling. I am eager to bring my expertise in student engagement and personalized support strategies to your team. I would love the opportunity to discuss how my professional background aligns with the mission of Acme Corporation and how I can contribute to promoting student success.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and learning more about the initiatives at Acme Corporation.

Sincerely,

Jordan Lee Anderson