

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Relocation Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Counselor position at Acme Corporation, as advertised on your careers page. With a solid background in relocation services and a passion for helping individuals and families transition smoothly to new locations, I am excited about the opportunity to contribute to your team.

In my previous role with Global Movers, I successfully managed over 100 relocation cases annually, ensuring that each family received personalized assistance tailored to their unique needs. I implemented a streamlined communication process that reduced response times by 30%, which significantly improved client satisfaction scores. Additionally, I developed a comprehensive resource guide for relocating families that included local amenities, schools, and essential services, which was positively received and utilized by over 95% of my clients.

I am particularly proud of my ability to build strong relationships with various stakeholders, including real estate agents, schools, and community resources. This network not only enhanced my effectiveness as a counselor but also enabled me to provide my clients with timely and relevant information, resulting in a smoother transition experience. I am eager to bring this expertise to Acme Corporation and help your clients navigate their relocation journeys effectively.

I would love the opportunity to discuss how my background, skills, and enthusiasm for relocation services 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 helping clients achieve a seamless relocation experience.

Sincerely,

Jordan Taylor