

# Jordan L. Mitchell

January 16, 2026

Acme Corporation

RE: Relocation School Counselor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation School Counselor position at Acme Corporation, as advertised on your careers page. With a strong background in counseling and a passion for helping students navigate the challenges of relocation, I am excited about the opportunity to contribute to your team and support families during their transitions.

In my previous role at Maplewood High School, I successfully developed and implemented a comprehensive relocation support program that assisted over 150 students in adapting to new educational environments. This initiative involved creating personalized transition plans, including academic assessments and social integration strategies, which resulted in a 30% decrease in adjustment-related issues among newly relocated students. Additionally, I facilitated workshops and peer support groups, fostering a sense of community and belonging among students who faced similar challenges.

Furthermore, I collaborated with local community organizations to enhance resources available to relocating families. By establishing partnerships with housing agencies and cultural organizations, I was able to provide critical information and support to families, ensuring a smoother transition for students. My proactive approach and dedication to student well-being have been recognized by both colleagues and parents, reinforcing my commitment to fostering positive educational experiences.

I am eager to bring my expertise in student counseling and my passion for supporting families through transitions to Acme Corporation. I would love the opportunity to discuss how my background and skills align with your needs. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan L. Mitchell