

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Tour Guide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Tour Guide position at Acme Corporation, which I discovered on your careers page. With a passion for storytelling and a deep knowledge of local history and culture, I am excited about the opportunity to share my love for our region with visitors from around the world.

In my previous role as a Tour Guide with Explore Tours, I successfully led over 150 tours in a year, consistently receiving glowing feedback from participants. I developed a unique tour focused on local cuisine, which not only highlighted popular restaurants but also incorporated interactive experiences, such as cooking demonstrations by local chefs. This initiative resulted in a 30% increase in tour bookings for that season and garnered me the 'Guide of the Month' award three times in a row. Additionally, my ability to adapt tours in real-time based on group interests allowed me to foster an engaging and memorable atmosphere, ensuring visitors left with lasting impressions and a desire to return.

I am particularly drawn to Acme Corporation due to its commitment to sustainable tourism and community engagement. I admire how your company collaborates with local artisans and businesses to provide authentic experiences for visitors. I am eager to bring my background in educational storytelling and my passion for enriching tourist experiences to your team. I would welcome the opportunity to discuss how my skills and experiences can align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Mitchell