

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Correctional Officer

Dear Hiring Manager,

I am writing to express my strong interest in the Career Change Correctional Officer position at Acme Corporation, as advertised on your company's careers page. With a deep commitment to public safety and rehabilitation, I am excited about the opportunity to contribute my skills and experience to your team while transitioning into this vital role.

During my previous career as a community outreach coordinator, I successfully developed and implemented programs aimed at reducing recidivism among individuals recently released from incarceration. One of my key achievements was spearheading a job readiness initiative that resulted in a 40% increase in employment rates among participants within six months. This experience not only honed my ability to work with diverse populations but also reinforced my understanding of the challenges faced by individuals in the correctional system. Furthermore, my background in conflict resolution and crisis management has equipped me with the skills to de-escalate tense situations, ensuring a calm and safe environment for both staff and inmates.

I am particularly drawn to Acme Corporation because of your commitment to rehabilitation and positive inmate outcomes. I believe that my passion for advocacy and my hands-on experience in community programs will allow me to make a meaningful impact in supporting your mission. I am eager to bring my problem-solving abilities and empathy to the Correctional Officer role, where I can contribute to maintaining safety while promoting positive behavioral changes among inmates.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasm 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 sharing my vision for the role.

Sincerely,

Jordan Lee Thompson