

Jordan Matthews

January 16, 2026

Acme Corporation

RE: Career Change Probation Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Probation Officer position at Acme Corporation, as advertised on your careers page. With a strong background in social work and a passion for supporting individuals in their rehabilitation journey, I am excited about the opportunity to contribute to your team and help facilitate positive life changes for clients under supervision.

In my previous role as a Social Worker with the Community Support Services, I successfully managed a diverse caseload of 30 clients, providing tailored support that led to a 40% reduction in recidivism rates among my clients over a two-year period. I implemented a comprehensive resource program that connected individuals with vocational training and mental health services, resulting in 75% of my clients securing stable employment within six months of intervention. My ability to build rapport and develop trust with clients has been a cornerstone of my approach, enabling me to effectively motivate and guide them towards achieving their personal goals.

Additionally, I have experience collaborating with various stakeholders, including law enforcement, local businesses, and community organizations, to create a supportive network around individuals re-entering society. This collaborative approach not only enhances the effectiveness of rehabilitation programs but also fosters a sense of community accountability. I am particularly drawn to Acme Corporation's commitment to innovative rehabilitation methods, and I believe my proactive and empathetic approach would align well with your mission.

I am eager to discuss how my background in social work and my dedication to supporting individuals in their journey to rehabilitation can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about my candidacy.

Sincerely,

Jordan Matthews