

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Public Administrator

Dear Hiring Manager,

I am excited to apply for the Career Change Public Administrator position at Acme Corporation, as advertised on LinkedIn. With a strong background in project management and community engagement, I am eager to leverage my skills in a public administration role to make a meaningful impact in the community. Acme Corporation's commitment to enhancing public services aligns perfectly with my professional aspirations and values.

In my previous role as a Project Coordinator at XYZ Nonprofit, I successfully led a team to develop a community outreach program that increased local participation in civic activities by 40% within one year. This initiative not only enhanced community engagement but also fostered partnerships with local organizations, creating a more cohesive network of support for residents. Additionally, I managed a budget of \$250,000, ensuring that resources were allocated efficiently while delivering impactful results that were recognized by stakeholders and community members alike.

Another significant achievement was my role in implementing a city-wide recycling initiative while working as an Environmental Consultant. By analyzing data and collaborating with city officials, I helped increase recycling rates by 30% over two years. My ability to gather and present data-driven insights facilitated informed decision-making and helped secure additional funding for environmental programs. I believe that these experiences have equipped me with the skills necessary to contribute effectively to the objectives of a public administration role at Acme Corporation.

I am enthusiastic about the possibility of discussing how my background, skills, and passion for public service align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan A. Smith