

Jordan A. Mitchell

January 16, 2026

Acme Corporation
RE: Case Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Case Manager position at Acme Corporation, as advertised on your careers page. With a solid background in social services and a passion for ensuring positive client outcomes, I am excited about the opportunity to contribute to your team and support the diverse needs of your clients.

In my previous role at Community Care Services, I successfully managed a caseload of over 50 clients, facilitating access to essential resources and services. One of my key achievements was the implementation of a streamlined intake process that reduced client onboarding time by 30%, allowing for quicker access to support services. Additionally, I spearheaded a collaborative project with local healthcare providers, resulting in a 25% increase in client engagement in follow-up care, thereby improving overall health outcomes within my caseload.

I am particularly drawn to Acme Corporation's commitment to holistic care and innovative case management strategies. My ability to assess client needs comprehensively and develop tailored service plans aligns well with your mission. I am eager to bring my expertise in advocacy, resource management, and client communication to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can be a perfect fit for the Case Manager role at Acme Corporation. I am excited to potentially join a team that genuinely makes a difference in the lives of others.

Sincerely,

Jordan A. Mitchell