

Jordan Michael Smith

January 16, 2026

Acme Corporation
RE: Correctional Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Correctional Officer position at Acme Corporation, as advertised on your careers page. With a strong commitment to maintaining safety and order within correctional facilities, I believe that my skills and experiences align well with the requirements of this role.

In my previous position as a Correctional Officer at Greenfield Penitentiary, I successfully implemented a new inmate monitoring system that reduced incidents of contraband smuggling by 30% within the first six months. My ability to establish rapport with inmates fostered a more cooperative environment, significantly improving behavior and reducing disciplinary actions by 20%. Additionally, I led a training initiative for new recruits, focusing on conflict resolution and effective communication, which received positive feedback for enhancing team cohesion and operational efficiency.

I am particularly impressed by Acme Corporation's commitment to rehabilitation and community engagement, values that I share deeply. I am eager to bring my proactive approach and dedication to your team, ensuring a safe environment for both staff and inmates. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the mission of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Michael Smith