

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Case Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Case Manager position at Acme Corporation, as advertised on your careers page. With a background in social work and a passion for supporting individuals in overcoming challenges, I am eager to contribute to your team and help clients achieve their goals.

During my internship at Community Support Services, I successfully managed a caseload of diverse clients, assisting them with accessing resources and developing personalized care plans. One notable achievement was facilitating a workshop that educated clients about financial literacy, which resulted in a 20% increase in their successful applications for housing assistance. Additionally, I collaborated with a multidisciplinary team to implement a tracking system that improved client follow-up rates by 30%, ensuring that each individual received timely support.

I am particularly drawn to Acme Corporation's commitment to holistic care and advocacy for underserved communities. I believe my empathetic approach and strong communication skills will enable me to connect with clients effectively and help them navigate their challenges. I am eager to bring my dedication to client success and my proactive mindset to your esteemed organization.

I would be grateful for the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and making a positive impact on the lives of your clients.

Sincerely,

Jordan Smith