

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level City Planner

Dear Hiring Manager,

I am excited to apply for the Entry Level City Planner position at Acme Corporation, as advertised on your company website. With a strong educational background in urban planning and a passion for fostering sustainable community development, I believe I am well-prepared to contribute to your team and help shape the future of our cities.

During my internship with the City of Springfield, I played a pivotal role in a comprehensive zoning review project. I conducted detailed analyses of land use patterns and created visual presentations that informed city council decisions. This experience not only enhanced my technical skills in GIS but also deepened my understanding of the importance of public engagement in the planning process. Additionally, I led a student initiative at my university that collaborated with local residents to develop a community park design, which was later adopted by the city. This project underscored the significance of inclusive planning and demonstrated my ability to work collaboratively to meet community needs.

I am particularly drawn to Acme Corporation's commitment to innovative urban solutions and community involvement. I am eager to bring my background in data analysis, project management, and community outreach to your team. I would love the opportunity to discuss how my skills and experiences align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Smith