

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Correctional Officer

Dear Hiring Manager,

I am excited to apply for the Entry Level Correctional Officer position at Acme Corporation, as advertised on your careers page. With a passion for public safety and a commitment to rehabilitation, I am eager to contribute to your team and help maintain a secure and constructive environment within your facility.

During my time volunteering at the local community center, I developed strong communication and conflict resolution skills by working with at-risk youth. This experience taught me the importance of building trust and rapport, which I believe is essential in a correctional setting. Additionally, I successfully completed a comprehensive training program that included de-escalation techniques and crisis intervention strategies, allowing me to understand various behavioral dynamics and how to effectively manage them in a controlled manner.

Furthermore, my internship with the state Department of Corrections provided me with firsthand experience in facility operations. I assisted in monitoring inmate activities and ensuring compliance with facility rules, which honed my attention to detail and ability to follow protocols strictly. I am confident that my proactive approach to problem-solving and my dedication to upholding safety standards will make me a valuable asset to your team.

I am very interested in the opportunity to discuss how my background, skills, and enthusiasm align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team and furthering my career in corrections.

Sincerely,

Jordan Taylor