

# Jordan T. Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Military Officer

Dear Hiring Manager,

I am excited to apply for the Entry Level Military Officer position at Acme Corporation, as advertised on your careers page. With a strong commitment to service and leadership developed during my military training, I am eager to contribute to your team and help uphold the values of excellence and integrity that Acme Corporation represents.

During my time in the military, I successfully led a team of 12 soldiers in a high-pressure environment, where we completed a critical logistics operation under tight deadlines. This experience honed my skills in strategic planning, teamwork, and effective communication, which I believe are essential for the responsibilities outlined in the Entry Level Military Officer role. Additionally, I was recognized with the Army Achievement Medal for my role in conducting thorough risk assessments that resulted in a 30% reduction in operational costs while maintaining mission effectiveness.

Furthermore, I completed advanced leadership training, where I developed a strong foundation in conflict resolution and decision-making. I facilitated training sessions for junior personnel, enhancing their skills and promoting a culture of continuous improvement. This experience reinforced my commitment to mentorship and development, key components that align with the values of Acme Corporation.

I am looking forward to the opportunity to discuss how my background, skills, and passion for service can contribute to the success of Acme Corporation. Thank you for considering my application; I hope to speak with you soon to further explore this exciting opportunity.

Sincerely,

Jordan T. Mitchell