

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Probation Officer

Dear Hiring Manager,

I am thrilled to apply for the Entry Level Probation Officer position at Acme Corporation, as advertised on your careers page. With a strong commitment to community service and a keen interest in criminal justice, I am eager to contribute my skills and passion for rehabilitation to your team. I believe that my educational background, combined with my hands-on experience during my internship, positions me well for this role.

During my internship with the City Probation Department, I successfully assisted probation officers in monitoring over 40 clients, which provided me with firsthand experience in case management and community resources. I developed and implemented a tracking system that improved the efficiency of client progress reports by 25%. My ability to communicate effectively with clients from diverse backgrounds allowed me to build trust and rapport, enhancing their engagement in rehabilitation programs. Additionally, I volunteered with a local nonprofit organization that focuses on youth intervention, where I facilitated workshops on decision-making and life skills for at-risk teens. This experience deepened my understanding of the challenges faced by individuals in the probation system and fueled my dedication to fostering positive change in their lives.

I am excited about the opportunity to join Acme Corporation and contribute to your mission of supporting individuals towards a successful reintegration into society. I welcome the chance to discuss how my skills and experiences align with your needs and how I can play a role in enhancing your probation programs. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor