

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Public Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Public Administrator position at Acme Corporation, as advertised on your careers page. With a strong foundation in public administration and a commitment to effective governance, I am excited about the opportunity to contribute to your team and support the mission of enhancing community services and programs.

During my internship with the City of Springfield's Office of Public Affairs, I successfully assisted in the coordination and implementation of a community outreach program that increased public engagement by 30% over six months. This experience not only honed my project management skills but also deepened my understanding of the vital role public administrators play in fostering community relationships. Additionally, I led a research project focused on analyzing the efficiency of local service delivery, which resulted in actionable recommendations that were presented to city officials and subsequently implemented, improving resource allocation.

Furthermore, my academic background in Public Administration, with a focus on policy analysis and program evaluation, has equipped me with the analytical skills necessary to assess and improve existing programs. I am adept at utilizing data to inform decision-making and have experience working collaboratively within diverse teams to achieve common goals. I am particularly drawn to Acme Corporation's commitment to innovation and community-focused initiatives, and I believe my proactive approach and dedication to public service align well with your values.

I am eager to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan Taylor