

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Entry Level Social Services Coordinator

Dear Hiring Manager,

I am excited to apply for the Entry Level Social Services Coordinator position at Acme Corporation as advertised on your careers page. With a passion for community service and a background in social work, I believe my skills align well with the values and mission of your organization. I am eager to contribute to your team and help make a positive impact in the lives of those you serve.

During my internship with the City Community Outreach Program, I successfully coordinated a weekly food distribution initiative that served over 300 families in need. This experience allowed me to develop my organizational skills and gain hands-on experience in resource allocation and community engagement. Additionally, I worked closely with a team to implement a workshop series aimed at educating low-income families about available social services, which resulted in a 40% increase in program participation. These experiences have equipped me with the ability to assess community needs and effectively mobilize resources to address them.

Furthermore, my volunteer work with the local youth mentoring program has strengthened my communication and interpersonal skills. I developed personalized support plans for at-risk youth, helping them achieve their academic and personal goals. This role taught me the importance of empathy and adaptability in social services, skills I am eager to bring to the Social Services Coordinator role at Acme Corporation.

I am highly motivated to join your team and discuss how my background, skills, and enthusiasm can contribute to the ongoing success of your programs. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can make a difference at Acme Corporation.

Sincerely,

Jordan Lee Smith