

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: FBI Agent

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the FBI Agent position at Acme Corporation, as advertised on your careers page. With a strong background in law enforcement and a deep commitment to upholding the law, I am eager to contribute my skills to your esteemed agency and support its mission to protect and serve the public.

In my previous role as a Special Agent with the State Police, I successfully led an investigation into a multi-state drug trafficking operation that resulted in the arrest of 15 suspects and the seizure of over \$2 million worth of narcotics. This experience honed my analytical skills and enhanced my ability to work collaboratively with federal, state, and local law enforcement agencies. Additionally, my proactive approach to community policing has allowed me to develop strong relationships with local communities, which proved invaluable during a recent operation focused on gang violence reduction, leading to a 30% decrease in criminal activity within the targeted neighborhoods.

I am particularly drawn to the FBI's commitment to innovation and technology in modern law enforcement. During my time at the State Police, I spearheaded the integration of predictive analytics software to identify crime hotspots, which improved our resource allocation and response times. I believe my skills in leveraging technology to enhance investigative processes align perfectly with the FBI's strategic goals.

I am excited about the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your agency. Thank you for considering my application. I look forward to the possibility of contributing to the FBI's mission and would welcome the opportunity to discuss my candidacy further.

Sincerely,

Jordan A. Mitchell