

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Correctional Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Correctional Officer position at Acme Corporation, which I discovered on Indeed. With several years of experience in corrections and a strong dedication to maintaining safety and order, I am excited about the opportunity to contribute to your team and support the mission of fostering a secure environment for both staff and inmates.

During my time as a freelance correctional officer, I successfully managed high-stress situations and demonstrated exceptional conflict resolution skills. For example, while assigned to a local facility, I implemented a de-escalation strategy during a volatile incident that resulted in a peaceful resolution without the need for additional force. This proactive approach not only maintained order but also fostered a safer atmosphere for both inmates and staff. Additionally, my commitment to rehabilitation was evident when I coordinated educational programs for inmates, leading to a 20% increase in participation rates. This initiative positively impacted rehabilitation efforts and reduced recidivism among participants.

I am eager to bring my expertise and dedication to Acme Corporation as a full-time member of your team. I believe my background in corrections, coupled with my hands-on experience and passion for community safety, make me a strong fit for this role. I look forward to the opportunity to discuss how my skills and experiences align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Smith