

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Probation Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Probation Officer position at Acme Corporation, as advertised on your careers page. With a strong background in criminal justice and extensive experience in managing probation cases, I am excited about the opportunity to contribute to your organization's mission of rehabilitation and community safety.

Throughout my freelance career, I have successfully managed a caseload of over 30 probationers, focusing on individualized treatment plans that prioritize rehabilitation while ensuring public safety. For instance, I developed and implemented a resource program that connected probationers with local mental health services, resulting in a 25% decrease in recidivism rates among my clients over the past two years. Furthermore, my collaboration with local law enforcement has proven vital, as I facilitated communication between agencies to increase compliance checks and improve overall case management, enhancing the effectiveness of rehabilitation efforts.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovative rehabilitation strategies and community engagement. I am eager to bring my expertise in developing tailored interventions and building strong rapport with clients to your team. I am looking forward to the possibility of discussing how my background, skills, and passion align with the goals of your organization. Thank you for considering my application; I am excited about the opportunity to contribute to Acme Corporation's impactful work.

Sincerely,

Jordan A. Thompson