

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Public Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Public Administrator position at Acme Corporation, which I discovered on your careers page. With a solid background in public administration and a keen understanding of community engagement, I am excited about the opportunity to contribute to your team and help enhance public service initiatives.

In my previous role as a freelance project manager for a nonprofit organization, I successfully coordinated a city-wide initiative aimed at increasing community participation in local governance. By utilizing data-driven strategies, I was able to boost attendance at public forums by 40% over three months, fostering stronger relationships between local government and residents. Additionally, I developed a comprehensive outreach plan that integrated social media and traditional marketing, resulting in a 25% increase in engagement across multiple demographics. This experience has equipped me with the skills necessary to effectively navigate the complexities of public administration and build collaborative partnerships.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative public policies that prioritize community well-being. I am eager to bring my proven track record in project management and stakeholder engagement to your organization, ensuring that your public administration goals are met with efficiency and effectiveness. I would love the chance to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to the impactful work at Acme Corporation.

Sincerely,

Jordan Smith