

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Social Services Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Social Services Coordinator position at Acme Corporation, as advertised on your company's careers page. With a strong background in social services and a passion for community engagement, I am excited about the opportunity to contribute my skills to your team and help further your mission of fostering social change.

During my time as a freelance social services consultant, I successfully developed and implemented a community outreach program that increased service utilization by 40% within six months. By collaborating with local organizations and leveraging data-driven strategies, I was able to identify gaps in services and connect underrepresented populations with resources they desperately needed. Additionally, I facilitated training workshops for volunteers and staff, enhancing their ability to provide effective support to clients and improving overall service delivery.

Moreover, I coordinated a mental health awareness initiative that reached over 1,000 community members. This project involved not only strategic planning and execution but also the creation of educational materials that simplified complex topics, making them accessible to a diverse audience. The initiative not only raised awareness but also resulted in increased referrals to mental health services, demonstrating my ability to foster partnerships and drive impactful programs.

I am very interested in the possibility of discussing this role further and exploring how my experience aligns with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to contribute to your team and support your important work in the community.

Sincerely,

Jordan A. Smith