

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Case Manager

Dear Hiring Manager,

I am excited to apply for the Internship Case Manager position at Acme Corporation, which I discovered on your careers page. With a strong passion for social services and a commitment to making a meaningful impact, I believe my background uniquely positions me to contribute effectively to your team.

During my time as a volunteer with the local community outreach program, I successfully managed a caseload of over 30 clients, helping them navigate various social services. By developing tailored action plans and conducting regular follow-ups, I improved client engagement by 40%. This experience taught me the importance of empathy and active listening, skills that I know are essential for a Case Manager. Additionally, I led a project aimed at increasing awareness of mental health resources in underserved communities, which resulted in a 25% increase in service usage over a six-month period. These experiences have equipped me with the necessary skills to assess client needs and coordinate appropriate support services effectively.

I am particularly drawn to Acme Corporation's mission to empower individuals through comprehensive case management services. I am eager to bring my proactive approach and commitment to client advocacy to your team. I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your important work.

Sincerely,

Jordan Mitchell