

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Correctional Officer

Dear Hiring Manager,

I am excited to apply for the Internship Correctional Officer position at Acme Corporation, as advertised on your careers page. With a keen interest in criminal justice and a commitment to public safety, I am eager to contribute my skills and enthusiasm to your team. I believe that this internship will provide me with invaluable hands-on experience while allowing me to support your mission of maintaining a safe and rehabilitative environment.

During my studies in Criminal Justice at State University, I completed a project focused on the impact of rehabilitation programs in correctional facilities. This research not only honed my analytical and critical thinking skills but also deepened my understanding of the importance of rehabilitation over punishment. Additionally, I volunteered at a local community center, where I assisted in conducting workshops for at-risk youth. This experience taught me effective communication and conflict resolution strategies, both of which are essential for a successful Correctional Officer. Furthermore, I have completed training in crisis intervention techniques, equipping me with the skills to handle challenging situations with professionalism and composure.

I am particularly drawn to Acme Corporation's commitment to fostering a positive environment for both staff and inmates. I am eager to bring my proactive approach, dedication, and strong ethical foundation to your esteemed facility. I would be thrilled to discuss how my background and experiences align with the goals of your organization in more detail. Thank you for considering my application; I look forward to the opportunity to contribute to your team.

Sincerely,

Jordan A. Smith