

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Probation Officer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Probation Officer position at Acme Corporation, as advertised on your careers page. With a strong foundation in criminal justice and a passion for community rehabilitation, I am excited about the opportunity to contribute to your organization's mission of fostering positive change within the probation system.

During my studies at State University, I completed an internship with the local probation office, where I directly assisted probation officers in managing caseloads and developing rehabilitation plans for clients. One of my key achievements was facilitating a workshop on conflict resolution techniques, which improved communication skills among participants and resulted in a 20% increase in successful compliance with probation terms. Additionally, I conducted a comprehensive research project on the effectiveness of community service programs, which highlighted the potential for reducing recidivism rates. The findings were presented to the probation board and influenced the adoption of new community service initiatives.

I am particularly drawn to Acme Corporation because of your commitment to innovative approaches in probation management. I believe my analytical skills and proactive approach to problem-solving would make me a valuable asset to your team. I would welcome the opportunity to discuss how my background and enthusiasm can align with your goals in shaping effective probation services. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor