

Jordan A. Mitchell

January 16, 2026

Acme Corporation
RE: Probation Officer

Dear Hiring Manager,

I am excited to apply for the Probation Officer position at Acme Corporation as advertised on your careers page. With a strong background in criminal justice and a passion for facilitating positive change in individuals on probation, I am eager to contribute to your team and support the mission of fostering community safety and rehabilitation.

In my previous role as a Probation Officer with the State Department of Corrections, I successfully managed a caseload of over 50 probationers, implementing tailored rehabilitation plans that emphasized accountability and personal growth. One of my key achievements was developing a substance abuse intervention program that led to a 30% decrease in recidivism rates among participants. By collaborating with local community resources, I was able to connect individuals with job training and counseling services, empowering them to reintegrate into society effectively.

Additionally, I have experience in conducting thorough risk assessments and monitoring compliance, ensuring that probationers adhere to court-ordered conditions. In one instance, I identified a potential relapse risk for a probationer and facilitated immediate support, which resulted in the individual completing the program successfully and avoiding further legal trouble. My strong communication skills and ability to build rapport have been essential in encouraging positive behavioral changes and fostering trust in the probation process.

I am very interested in the opportunity to discuss how my experience and dedication can align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization and making a meaningful impact on the lives of those we serve.

Sincerely,

Jordan A. Mitchell