

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Correctional Officer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Promotion Correctional Officer position at Acme Corporation, as advertised on your company's careers page. With over five years of dedicated service in the correctional facility, I am excited about the opportunity to take on new responsibilities and contribute to the safety and rehabilitation of inmates within your organization.

During my tenure at the Riverside Correctional Facility, I successfully implemented a conflict resolution program that reduced inmate altercations by 30% over one year. This initiative not only enhanced the safety of both inmates and staff but also fostered a more positive environment conducive to rehabilitation. Additionally, I played a key role in the training and mentorship of new correctional officers, helping to improve their understanding of security protocols and emergency response procedures, which resulted in a 15% improvement in our facility's overall safety ratings. My hands-on experience and commitment to professional development have equipped me with the skills necessary to excel in the Promotion Correctional Officer role.

I am eager to bring my background in correctional management and my commitment to upholding the values of Acme Corporation to this new position. I am particularly impressed by your emphasis on rehabilitation and community engagement, and I believe my proactive approach to inmate interaction aligns perfectly with your objectives. I would welcome the opportunity to discuss how my experience and vision can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in further detail.

Sincerely,

Jordan A. Mitchell