

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Public Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Public Administrator position at Acme Corporation, as advertised on your careers page. With a strong background in public administration and a passion for community engagement, I am excited about the opportunity to contribute to your team and support the effective management of public resources and programs.

In my previous role as a Public Policy Analyst with the City of Springfield, I successfully led a project that streamlined the budget allocation process for community services, resulting in a 15% increase in funding efficiency. By collaborating with various departments and stakeholders, I implemented a transparent reporting system that enhanced accountability and allowed for data-driven decision-making. Additionally, I played a key role in developing a new outreach initiative aimed at improving public participation in local governance, which increased community engagement by over 30% within a year.

I am particularly drawn to Acme Corporation's commitment to innovation in public service and believe my skills align closely with your mission. I am eager to bring my experience in policy analysis, project management, and community outreach to your organization to help drive meaningful change. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and exploring how I can contribute to the success of your team.

Sincerely,

Jordan A. Mitchell