

# Jordan Lee Carter

January 16, 2026

Acme Corporation

RE: Relocation Probation Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Probation Officer position at Acme Corporation, which I discovered on your careers page. With a robust background in probation services and a keen understanding of the nuances involved in relocation processes, I am excited about the opportunity to contribute to your team and support individuals in their successful reintegration into society.

In my previous role as a Probation Officer with the State Department of Corrections, I successfully managed a caseload of over 50 individuals, ensuring compliance with probation terms while also facilitating their transition into stable living environments. One of my key achievements was the implementation of a comprehensive relocation program that reduced recidivism rates by 20% over two years. By collaborating with local housing authorities and employment agencies, I was able to provide tailored support that addressed the unique challenges faced by relocating probationers.

Additionally, I have a proven track record of fostering strong relationships with stakeholders, including law enforcement, social services, and community organizations. During my tenure, I was instrumental in organizing workshops that educated both probationers and community members on resources available to aid in successful relocations. This initiative not only improved community relations but also significantly increased the successful placement of probationers in stable employment and housing.

I am eager to bring my expertise in probation services and my passion for community support to Acme Corporation. I look forward to the opportunity to discuss how my background and skills align with the goals of your organization. Thank you for considering my application.

Sincerely,

Jordan Lee Carter