

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Social Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Social Worker position at Acme Corporation, as advertised on your careers page. With over five years of experience in social work, specifically focusing on relocation services, I am excited about the opportunity to contribute to your team's mission of providing comprehensive support for individuals and families during their transitions.

In my previous role as a Relocation Specialist at Community Support Services, I successfully managed over 100 relocation cases annually, ensuring a smooth transition for clients moving to new cities. By developing personalized relocation plans, I was able to increase client satisfaction rates by 35%, as measured by post-transition surveys. Additionally, I implemented a community resource guide that connected clients with local services—such as housing, healthcare, and job placement—which improved their integration into new environments. One of my proudest achievements was coordinating a family transition that involved not only logistical support but also emotional counseling, which helped the family navigate the challenges of uprooting their lives.

I am eager to bring my expertise in case management and my passion for helping individuals achieve a better quality of life to Acme Corporation. I believe that my proactive approach and proven track record in relocation services will be an asset to your team. I look forward to the opportunity to discuss how I can contribute to the success of your organization and support clients in their transitions. Thank you for considering my application.

Sincerely,

Jordan M. Thompson