

# Jordan L. Mitchell

January 16, 2026

Acme Corporation

RE: Social Services Coordinator

Dear Hiring Manager,

I am excited to apply for the Social Services Coordinator position at Acme Corporation, as advertised on your careers page. With a strong background in social services and community outreach, I am eager to bring my skills and experience to your esteemed organization, which I have long admired for its commitment to enhancing the well-being of vulnerable populations.

In my previous role as a Case Manager at Community Care Center, I successfully developed and implemented a comprehensive support program that increased client engagement by 35% over two years. This initiative not only streamlined service delivery but also fostered a collaborative environment among local agencies. Additionally, I spearheaded a grant proposal that secured \$150,000 in funding for mental health services, allowing us to expand our outreach initiatives and provide essential resources to over 500 underserved individuals in our community.

I am particularly drawn to the mission of Acme Corporation, which aligns perfectly with my passion for empowering individuals and families through tailored social services. I believe my hands-on experience in program management, coupled with my ability to cultivate partnerships with stakeholders, will greatly contribute to the success of your initiatives. I am enthusiastic about the opportunity to leverage my skills to help advance Acme's objectives and make a positive impact in the community.

I would welcome the chance to discuss my qualifications further and explore how I can contribute to your team. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan L. Mitchell