

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Carpenter

Dear Hiring Manager,

I am excited to apply for the Career Change Carpenter position at Acme Corporation, which I discovered on your website. With a strong foundation in project management and a lifelong passion for woodworking, I am eager to bring my skills and enthusiasm to your team. Acme's commitment to quality and innovation in carpentry aligns perfectly with my professional values and aspirations.

In my previous role as a Project Coordinator, I successfully managed a variety of construction projects, overseeing budgets and timelines while ensuring compliance with safety regulations. One notable project involved renovating a community center, where I collaborated with contractors and suppliers to transform the space within a tight deadline and under budget. This experience honed my organizational skills and attention to detail, both of which are crucial for a Carpenter.

Moreover, I have dedicated time to honing my carpentry skills through various workshops and hands-on projects. I built custom furniture for local businesses, which not only improved my technical skills but also deepened my understanding of client needs and preferences. This dual experience in project management and hands-on carpentry makes me uniquely positioned to contribute to Acme's mission of delivering exceptional craftsmanship while ensuring client satisfaction.

I am eager to further discuss how my background and passion for carpentry can benefit Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Mitchell