

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Concrete Finisher

Dear Hiring Manager,

I am excited to apply for the Career Change Concrete Finisher position at Acme Corporation, which I discovered on your company's careers page. With a strong desire to transition into the concrete finishing industry, I am eager to bring my skills and dedication to your esteemed team. Acme Corporation's reputation for quality craftsmanship and innovation aligns perfectly with my career goals, and I am enthusiastic about the opportunity to contribute to your projects.

In my previous role as a construction laborer, I developed a keen eye for detail and a solid understanding of various construction processes. I successfully assisted in the completion of a large residential project where I collaborated with skilled tradespeople to ensure excellent quality in finishing tasks. My ability to follow precise measurements and maintain high standards resulted in commendations from supervisors for my efficiency and reliability. Additionally, I took the initiative to learn about surface preparation techniques, which helped in achieving a seamless finish for concrete slabs, enhancing the overall aesthetic of the completed homes.

I am drawn to the hands-on nature of the concrete finishing role and am confident that my proactive approach and strong work ethic will contribute positively to your projects at Acme Corporation. I am eager to leverage my background in construction and my commitment to quality work to support your team. I look forward to the possibility of discussing my application further and exploring how I can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Thompson