

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Electrician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Electrician position at Acme Corporation, as advertised on your careers page. I have always been passionate about electrical systems and am eager to transition into a hands-on role where I can apply my skills and knowledge in a practical setting. With a strong foundation in problem-solving and technical aptitude developed through my previous career in building maintenance, I am excited about the opportunity to contribute to your team.

In my previous role as a Facilities Coordinator at XYZ Company, I successfully managed electrical system upgrades in a large commercial building, which required thorough planning, coordination with various contractors, and adherence to safety protocols. This experience honed my project management skills and deepened my understanding of electrical systems, as I needed to ensure compliance with all local codes while enhancing energy efficiency. Additionally, I took the initiative to implement a preventive maintenance program that reduced downtime by 30%, demonstrating my commitment to maintaining safe and reliable electrical systems.

Furthermore, I have completed a comprehensive electrical training program at a local vocational school, which provided me with hands-on experience in wiring, circuit installation, and troubleshooting under the guidance of experienced electricians. I am now proficient in using various tools and equipment essential for electrical work and have a solid understanding of electrical theory. My dedication to learning and growing in this field is unwavering, and I am eager to bring my background in facilities management and newly acquired electrical skills to Acme Corporation.

I look forward to the possibility of discussing how my unique background and skills can contribute to the success of your team at Acme Corporation. Thank you for considering my application; I am excited about the prospect of working with you and contributing to your projects.

Sincerely,

Jordan Mitchell