

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Fire Alarm Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Fire Alarm Technician position at Acme Corporation, as advertised on your company's careers page. With a strong background in electrical systems and a keen interest in fire safety, I am excited about the opportunity to transition into this vital role within your esteemed organization.

In my previous role as an Electrical Technician at XYZ Industries, I was responsible for troubleshooting and maintaining various electrical systems, which included installing and testing safety equipment. One of my key achievements was leading a team to overhaul the electrical safety protocols, resulting in a 30% decrease in safety incidents over the course of a year. This experience not only honed my technical skills but also deepened my understanding of the importance of safety compliance and system reliability, which I believe is directly applicable to the Fire Alarm Technician position.

Additionally, I completed a certification in Fire Alarm Systems, where I gained hands-on experience with installation, maintenance, and inspection of fire alarm systems. During my training, I successfully executed a project that involved the installation of a fire alarm system in a multi-story commercial building, ensuring it met all local codes and standards. This project reinforced my capability to work under pressure while adhering to strict regulations, a skill that is crucial for a Fire Alarm Technician.

I am very interested in the possibility of discussing how my background, skills, and certifications align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to contribute to your team and ensure the highest standards of fire safety.

Sincerely,

Jordan A. Mitchell