

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Locksmith

Dear Hiring Manager,

I am excited to apply for the Career Change Locksmith position at Acme Corporation, as advertised on your company website. With a strong passion for problem-solving and a desire to transition into a hands-on technical field, I am eager to bring my diverse skill set to your esteemed team.

In my previous role as a facilities manager, I developed a keen understanding of building security systems and maintenance protocols. I successfully managed the installation of a comprehensive access control system in a multi-office complex, which reduced unauthorized access incidents by 40%. Furthermore, I led a team that executed emergency lockout procedures, resulting in a 95% success rate and positive feedback from tenants for our swift response and effective solutions. This experience has equipped me with the practical knowledge and customer service skills necessary for a locksmith role.

Additionally, my background as a handyman has provided me with hands-on experience in various repair and installation tasks, including lock mechanics and security hardware. I have taken the initiative to complete several courses in lockpicking and security systems, further enhancing my technical abilities and ensuring I am well-prepared for the challenges of a locksmith career. My attention to detail and commitment to quality workmanship align perfectly with Acme Corporation's reputation for excellence.

I am very interested in the opportunity to discuss how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your company and am eager to discuss my potential further.

Sincerely,

Jordan Mitchell