

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Pool Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Pool Technician position at Acme Corporation, as advertised on your company's careers page. With a strong background in maintenance and customer service, I am eager to leverage my skills in a new and dynamic environment, particularly one that emphasizes quality and community engagement like yours.

In my previous role as a Facilities Maintenance Specialist, I successfully managed a variety of maintenance projects, which included overseeing the upkeep of multiple recreational facilities. I implemented a preventive maintenance schedule that reduced downtime by 25%, ensuring that all equipment operated smoothly for our patrons. Additionally, I was responsible for maintaining the cleanliness and safety of swimming areas, which involved regular water quality testing and chemical balancing. My attention to detail and commitment to health regulations helped maintain a 100% safety record during inspections.

Furthermore, I have a proven track record in customer service, having been recognized as Employee of the Month three times for my ability to resolve issues quickly and effectively. I understand the importance of fostering a welcoming environment for pool users, and I am excited about the opportunity to bring my problem-solving skills and positive attitude to your team. My strong communication skills will ensure that I effectively interact with both team members and customers, building strong relationships and enhancing overall satisfaction.

I am very interested in discussing how my background and passions align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to discuss my potential contributions to your team as a Career Change Pool Technician.

Sincerely,

Jordan Mitchell