

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Rigger

Dear Hiring Manager,

I am excited to apply for the Career Change Rigger position at Acme Corporation, which I discovered on your company's careers page. With a robust background in project management and a newfound passion for rigging and safety in construction, I am eager to contribute to your team and leverage my skills in a dynamic environment like yours.

In my previous role as a Project Coordinator, I successfully managed multiple construction projects, coordinating logistics and ensuring compliance with safety regulations. I implemented an innovative scheduling system that reduced project downtime by 20%, enabling our team to complete projects ahead of deadlines. My hands-on experience in overseeing equipment and material allocation has given me a strong understanding of the critical role that rigging plays in overall project success. Additionally, I have completed a rigorous training program in rigging techniques, including load calculations and signal communication, which has equipped me with the necessary skills to perform safely and efficiently on site.

I am particularly drawn to Acme Corporation because of your commitment to safety and excellence in construction practices. I am confident that my proactive approach and ability to adapt to new challenges will allow me to thrive in the role of Rigger. I look forward to the opportunity to discuss how my background and enthusiasm for this field can contribute to the continued success of your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell