

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Utility Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Utility Worker position at Acme Corporation, as advertised on your careers page. With a strong background in hands-on roles and a commitment to safety and efficiency, I am excited about the opportunity to contribute to your team while transitioning to a utility-focused career.

In my previous role as a Facilities Technician, I successfully managed daily maintenance tasks that improved operational efficiency by 30%. My experience working with various tools and equipment allowed me to conduct repairs and preventative maintenance on HVAC systems and plumbing, ensuring a safe and functional environment for all employees. Additionally, I took the initiative to lead a team project that streamlined our waste disposal process, reducing costs by 15% and enhancing our sustainability efforts. These experiences have equipped me with the practical skills and problem-solving abilities essential for a utility worker role.

I am particularly drawn to Acme Corporation due to your commitment to innovation and safety in utility services. I am eager to bring my proactive approach to your team and contribute to maintaining the highest standards of service delivery. I am confident that my ability to adapt and my dedication to learning will enable me to thrive in this new career path.

I would welcome the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's success as a Career Change Utility Worker.

Sincerely,

Jordan A. Thompson