

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Appliance Repair Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level Appliance Repair Technician position at Acme Corporation, which I discovered on your careers page. With a strong foundation in electrical systems and a passion for problem-solving, I am eager to contribute my skills to your esteemed team.

During my time at ABC Technical Institute, I completed a comprehensive hands-on training program in appliance repair, where I gained extensive experience working with various household appliances, including refrigerators, washers, and dryers. I successfully diagnosed and repaired malfunctioning appliances, consistently receiving positive feedback from instructors for my meticulous attention to detail and ability to troubleshoot under pressure. Additionally, I interned at XYZ Appliance Services, where I assisted lead technicians in servicing over 100 appliances, resulting in a 20% increase in customer satisfaction ratings due to timely and effective repairs.

I am particularly impressed by Acme Corporation's commitment to customer service and innovative appliance solutions. I am eager to bring my technical knowledge, along with my ability to communicate effectively with customers, to help further enhance your reputation for excellence. I am enthusiastic about the opportunity to discuss how my background, skills, and passion align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Smith