

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Carpenter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Carpenter position at Acme Corporation, as advertised on your website. With a strong passion for woodworking and construction, I am excited about the opportunity to contribute to your team and learn from experienced professionals in the field. Your reputation for quality craftsmanship and commitment to safety aligns perfectly with my career goals, and I am eager to bring my skills to your esteemed company.

During my time at Springfield Technical School, I completed a comprehensive carpentry program where I not only learned the fundamentals of woodworking but also developed practical skills through hands-on projects. One of my proudest achievements was leading a student project to build a storage shed for a local nonprofit organization, where I collaborated with my peers to design and construct a durable and functional structure. This experience not only honed my technical abilities but also enhanced my teamwork and problem-solving skills.

Furthermore, I completed a summer internship with Green Build Construction, where I assisted experienced carpenters with framing, installing drywall, and finishing work. I received positive feedback for my attention to detail and ability to follow instructions accurately, which enabled our team to meet project deadlines consistently. My exposure to various carpentry tools and safety procedures further solidified my commitment to maintaining a safe working environment while delivering high-quality results.

I am eager to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to further discuss my potential contributions to your team.

Sincerely,

Jordan Thompson