

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Concrete Finisher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Concrete Finisher position at Acme Corporation, as advertised on your careers page. With a strong passion for the concrete industry and a foundation in construction principles, I am eager to bring my skills and dedication to your esteemed team.

During my recent internship with XYZ Construction, I successfully contributed to multiple concrete pouring and finishing projects, gaining hands-on experience in preparing surfaces and ensuring high-quality finishes. One achievement I am particularly proud of was my role in a team project where we completed a 5,000-square-foot commercial slab ahead of schedule. By collaborating effectively with my team and applying the correct finishing techniques, we not only met client expectations but also received commendation for our attention to detail and craftsmanship. Additionally, I have completed a certification course in Concrete Finishing, which equipped me with knowledge about best practices, safety protocols, and the latest finishing equipment.

I am particularly impressed by Acme Corporation's commitment to quality and innovation in concrete solutions. I am excited about the opportunity to contribute to your projects and learn from your skilled professionals. I believe my strong work ethic and eagerness to learn will allow me to be a valuable addition to your team. I would love the chance to discuss how my background, skills, and enthusiasms align with the needs of your company. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Jordan Taylor