

Jordan Alex Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Electrician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Electrician position at Acme Corporation, as advertised on your company's careers page. With a strong foundation in electrical theory gained through my coursework and hands-on experience during my apprenticeship, I am eager to contribute to your team and help deliver safe and efficient electrical solutions.

During my training at the Local Electrical Trade School, I successfully completed multiple projects that honed my skills in wiring, circuit installation, and troubleshooting. For instance, I led a team project to design and install a comprehensive lighting system for a local community center, which not only improved the facility's energy efficiency but also enhanced its aesthetic appeal. Additionally, I completed an internship with Bright Future Electric, where I gained practical experience in residential wiring and learned to perform preventive maintenance, reducing breakdowns by 15% through effective system checks and repairs.

I am particularly drawn to Acme Corporation due to your commitment to innovation and sustainability in electrical solutions. I am excited about the opportunity to learn from your experienced team and contribute my dedication to safety and quality. I am eager to discuss how my background, skills, and enthusiasm can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my fit for this role in more detail.

Sincerely,

Jordan Alex Thompson