

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Flooring Installer

Dear Hiring Manager,

I am excited to apply for the Entry Level Flooring Installer position at Acme Corporation, as advertised on your company website. With a strong passion for hands-on work and a keen interest in the flooring industry, I believe I would make a valuable addition to your team. My familiarity with various flooring materials and installation techniques, combined with my commitment to quality craftsmanship, aligns well with the values upheld by Acme Corporation.

During my recent internship with a local flooring company, I had the opportunity to assist in multiple residential projects, where I gained practical experience in laying carpet and tile. I was responsible for measuring and cutting materials accurately, which allowed me to contribute to a 20% reduction in waste by ensuring precise calculations. Additionally, I collaborated closely with the lead installer to learn advanced techniques, such as subfloor preparation and laminate installation, ultimately enhancing my skill set and efficiency on the job.

Moreover, I have a strong foundation in customer service, having worked in retail for over two years. This experience taught me the importance of clear communication and understanding client needs, which I believe is crucial in the flooring installation process. I successfully assisted customers in selecting the right flooring options, which improved customer satisfaction scores during my tenure. I am eager to carry this customer-focused approach into my role at Acme Corporation.

I am enthusiastic about the opportunity to contribute to your projects and learn from your experienced team. I would welcome the chance to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of joining your team.

Sincerely,

Jordan Smith