

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Glazier

Dear Hiring Manager,

I am excited to apply for the Entry Level Glazier position at Acme Corporation, as advertised on your careers page. With a keen interest in the glass and construction industry, I am eager to contribute my skills and passion for craftsmanship to your esteemed team. Having researched Acme Corporation's commitment to quality and innovation, I am enthusiastic about the opportunity to grow and develop within such a reputable organization.

During my previous internship with GlassWorks Inc., I was able to assist in the installation of various glass structures, including residential windows and commercial storefronts. I collaborated closely with senior glaziers and learned essential techniques, such as proper glass handling and installation methods, ensuring that all safety protocols were strictly followed. This experience not only enhanced my technical skills but also solidified my dedication to delivering high-quality work in a team-oriented environment.

Additionally, I completed a certification in glass cutting and installation at a local vocational school, where I not only honed my practical skills but also gained a strong understanding of industry standards and best practices. My hands-on training involved working with different types of glass, including tempered and laminated, and I successfully completed projects that received positive feedback from both instructors and peers for their precision and attention to detail.

I am eager to bring my enthusiasm and skill set to Acme Corporation and contribute to your team's success. I would appreciate the opportunity to discuss how I can support your projects and fit into your company culture. Thank you for considering my application, and I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Thompson