

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Hvac Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level HVAC Technician position at Acme Corporation, which I discovered on your careers page. With a strong foundation in HVAC systems and a passion for providing excellent service, I am eager to contribute to your team and support your commitment to quality and customer satisfaction.

During my training at a local technical college, I completed hands-on internships where I gained valuable experience in installing, maintaining, and repairing HVAC systems. I successfully assisted in a project that involved retrofitting an outdated heating system for a residential property, which not only improved energy efficiency by 30% but also enhanced the overall comfort levels for the homeowner. This experience taught me the importance of thorough assessments and effective communication with clients to ensure their needs are met.

In addition, I participated in a team project where we were tasked with diagnosing and resolving HVAC issues in a commercial building. I took the lead in identifying a refrigerant leak that had been causing significant system inefficiencies. By implementing a repair plan and conducting follow-up inspections, we restored the system's functionality and prevented further losses for the business. These accomplishments, paired with my ongoing commitment to learning and developing my technical skills, make me a strong candidate for this position.

I am particularly drawn to Acme Corporation because of your reputation for innovation and exceptional customer service in the HVAC industry. I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Smith