

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Locksmith

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Locksmith position at Acme Corporation, which I discovered on your company's careers page. With a strong passion for security technology and a keen interest in locksmithing, I believe I can make a valuable contribution to your team. Having recently completed a comprehensive locksmith training program at the Local Community College, I am eager to apply my skills in a professional setting and contribute to a company known for its commitment to quality and customer service.

During my training, I gained hands-on experience in a variety of locksmithing techniques, including lock installation, repair, and rekeying. One of my key achievements was completing a project where I successfully rekeyed 100+ locks for a local business, significantly improving their security systems while adhering to tight deadlines. Additionally, I participated in a community service event where I assisted in the installation of new locks for a nonprofit organization, helping to enhance their safety and security measures. These experiences not only honed my technical skills but also taught me the importance of customer communication and reliability in this field.

I am particularly drawn to Acme Corporation because of your reputation for innovation in security solutions and your dedication to employee development. I am excited about the opportunity to learn from experienced professionals and contribute to the exceptional service that your company provides. I look forward to the possibility of discussing my application further and exploring how my background and skills can align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan Smith