

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Meter Reader

Dear Hiring Manager,

I am excited to apply for the Entry Level Meter Reader position at Acme Corporation, which I discovered on your company website. With a strong commitment to accuracy and customer service, I believe I can contribute effectively to your team and ensure that your meter reading operations run smoothly and efficiently.

In my previous role as a part-time utility assistant, I was responsible for supporting the meter reading team by conducting preliminary checks and maintaining accurate records. I implemented a new tracking system that improved our efficiency by 15%, allowing for more timely reporting and data accuracy. Additionally, during my internship with the city's public works department, I assisted in field inspections and data collection, where I learned the importance of attention to detail and verifying meter functionality to prevent billing errors.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and customer satisfaction. I am eager to leverage my technical skills and my experience in a team-oriented environment to help optimize your meter reading processes. I am very interested in discussing how my background and skills can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Smith