

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Pool Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level Pool Technician position at Acme Corporation, which I discovered on your company's careers page. With a passion for maintaining aquatic environments and a desire to learn and grow in this field, I believe I would be a great fit for your team.

During my time volunteering at the local community pool, I gained hands-on experience in pool maintenance and water quality testing. I was responsible for monitoring water chemistry, cleaning pool filters, and ensuring that all safety protocols were followed. My attention to detail contributed to maintaining a clean and safe swimming environment, which helped increase community usage by 20% during the summer season. Additionally, I completed a certification course in pool maintenance, where I learned essential skills such as troubleshooting equipment and performing routine repairs, which further solidified my commitment to providing excellent service.

I am eager to bring my knowledge and work ethic to Acme Corporation. I am particularly impressed by your commitment to customer satisfaction and high-quality service, and I am excited about the opportunity to contribute to your team's success. I would love the chance to further discuss how my background, skills, and enthusiasm for pool maintenance align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Thompson