

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Refrigeration Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Refrigeration Technician position at Acme Corporation, as advertised on your careers page. With a solid foundation in HVAC principles and hands-on experience gained through my technical training, I am eager to contribute to your team and further develop my skills in a dynamic environment.

During my time at ABC Technical School, I excelled in my coursework, earning a 95% average in my refrigeration systems class. I successfully completed an internship with XYZ Cooling Solutions, where I assisted senior technicians in diagnosing and repairing commercial refrigeration units. Specifically, I played a key role in a team project where we retrofitted outdated systems, resulting in a 20% increase in energy efficiency for our client. Additionally, I obtained EPA Section 608 certification, further demonstrating my commitment to maintaining industry standards and environmental regulations.

I am particularly drawn to Acme Corporation's commitment to innovative cooling solutions and sustainability, and I am excited about the opportunity to work with a team that values quality and efficiency. I am confident that my technical skills, paired with my dedication to continuous learning and improvement, will make me a valuable asset to your organization. I would love the opportunity to discuss how I can contribute to the success of Acme Corporation as an Entry Level Refrigeration Technician.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your earliest convenience.

Sincerely,

Jordan Smith