

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Telecommunications Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Telecommunications Technician position at Acme Corporation, which I discovered on your careers page. With a strong passion for telecommunications and a solid foundation in technical skills gained through my education and internships, I am excited about the opportunity to contribute to your team and support Acme's commitment to delivering innovative solutions in the telecommunications sector.

During my studies at Tech University, I completed a rigorous coursework in telecommunications systems, where I developed a keen understanding of network infrastructure and troubleshooting protocols. Additionally, I interned with ConnectNow, where I assisted in the installation and maintenance of communication systems for small businesses. This experience allowed me to directly contribute to reducing system downtime by 20% through proactive monitoring and quick resolution of connectivity issues. Moreover, I collaborated with a team to upgrade our client's network equipment, which resulted in improved service quality and customer satisfaction, showcasing my ability to work effectively in a team-oriented environment.

I am particularly impressed with Acme Corporation's dedication to innovation and quality in telecommunications and am eager to bring my technical skills and fresh perspective to your team. I am confident that my hands-on experience, along with my proactive approach to problem-solving, will make me a valuable asset to Acme. I look forward to the possibility of discussing how I can contribute to your organization and support your mission.

Thank you for considering my application. I am excited about the opportunity to speak with you further about my qualifications and how they align with the needs of your team at Acme Corporation.

Sincerely,

Jordan A. Thompson