

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Utility Worker

Dear Hiring Manager,

I am excited to apply for the Entry Level Utility Worker position at Acme Corporation, as advertised on your careers page. With a strong passion for utility services and a commitment to public safety, I am eager to contribute my skills to your team and support the vital work that Acme Corporation does in our community.

During my time volunteering with the local environmental clean-up initiative, I developed a solid understanding of utility operations and the importance of maintaining infrastructure. I had the opportunity to assist in organizing a large-scale waste management project that involved coordinating with various stakeholders and ensuring compliance with safety regulations. This experience honed my teamwork skills and taught me the value of effective communication in managing utility-related tasks.

Additionally, while working part-time at a landscaping company, I gained hands-on experience in operating equipment and performing routine maintenance, which I understand is essential for the Entry Level Utility Worker role. I successfully operated various tools and machinery, increasing efficiency by 15% during our peak seasons. My attention to detail and ability to follow safety protocols helped ensure that all tasks were completed without incident, reinforcing my commitment to safety and excellence in every job.

I am very interested in the opportunity to discuss how my background, skills, and enthusiasm 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 soon.

Sincerely,

Jordan Smith