

Jordan Mitchell

January 16, 2026

Acme Corporation
RE: Flooring Installer

Dear Hiring Manager,

I am excited to apply for the Flooring Installer position at Acme Corporation, as advertised on Indeed. With over five years of hands-on experience in the flooring industry, I have developed a strong understanding of various flooring materials and installation processes. I believe my skills and dedication to quality work align perfectly with Acme's commitment to customer satisfaction and excellence.

In my previous role at Superior Floors, I successfully completed over 200 flooring projects, ranging from residential to commercial spaces. One of my key achievements was leading a team to install premium hardwood flooring in a high-profile restaurant within a tight deadline, resulting in not only meeting the client's expectations but also receiving a commendation for exceptional craftsmanship. Additionally, I implemented a quality control checklist that reduced installation errors by 15%, significantly improving our customer satisfaction ratings. My ability to assess client needs and provide tailored flooring solutions has consistently contributed to repeat business and referrals.

I am eager to bring my expertise in flooring installation to Acme Corporation and collaborate with your team to deliver outstanding results. I would appreciate the opportunity to discuss how my background and skills can contribute to the continued success of your projects. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Mitchell