

# Jordan H. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Appliance Repair Technician

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Appliance Repair Technician position at Acme Corporation, which I discovered on your company website. With over five years of hands-on experience in appliance repair and a passion for problem-solving, I am eager to bring my skills to your team and contribute to your commitment to exceptional customer service.

In my previous freelance role, I successfully diagnosed and repaired a wide variety of appliances, ranging from refrigerators to washing machines. One of my key achievements was improving my first-time fix rate to 95%, which significantly reduced repeat service calls and enhanced customer satisfaction. For instance, I implemented a systematic approach to troubleshooting that allowed me to identify underlying issues quickly, leading to faster resolutions and positive feedback from clients.

Additionally, I have developed strong relationships with suppliers and manufacturers, enabling me to access rare parts and expedite repairs. Last year, I managed a complex project involving the repair of a high-end kitchen appliance for a local restaurant, which required sourcing specialized components and coordinating with multiple stakeholders. The project was completed ahead of schedule, and the client praised my efficiency and technical expertise, leading to further referrals within the industry.

I am excited about the opportunity to transition from freelance work to a full-time role with Acme Corporation. I believe my extensive experience and commitment to delivering high-quality service align perfectly with your company's values. I look forward to the possibility of discussing how I can contribute to your team. Thank you for considering my application.

Sincerely,

Jordan H. Thompson