

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Concrete Finisher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance to Full-Time Concrete Finisher position at Acme Corporation, which I discovered on your company's careers page. With over five years of hands-on experience in concrete finishing, I am excited about the opportunity to contribute my skills to a respected company known for its commitment to quality and innovation in construction.

During my freelance work, I successfully completed multiple high-profile projects, including a recent commercial complex where I led a team in achieving a 100% client satisfaction rating. My precise attention to detail and understanding of various concrete techniques allowed us to finish the project ahead of schedule while maintaining the highest quality standards. Additionally, I implemented a new finishing procedure that reduced material waste by 15%, demonstrating my commitment to efficiency and sustainability in our work.

Furthermore, I have developed strong relationships with suppliers and subcontractors, which has proven invaluable in negotiating better rates and ensuring timely deliveries. This resourcefulness not only helps keep projects on track, but also enhances overall team collaboration. I am eager to bring this proactive approach to Acme Corporation and contribute to the team's ongoing success.

I am very interested in the opportunity to discuss my application further and explore how I can contribute to Acme Corporation as a full-time Concrete Finisher. Thank you for considering my application, and I look forward to the possibility of working together.

Sincerely,

Jordan Mitchell