

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Drywall Installer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Drywall Installer position at Acme Corporation, which I discovered on your company's careers page. With over five years of experience in drywall installation and a strong commitment to quality craftsmanship, I am eager to contribute my skills to your team and help deliver exceptional results for your clients.

In my recent freelance projects, I successfully managed the installation of drywall for various residential and commercial properties, completing assignments ahead of schedule and surpassing client expectations. One of my notable achievements was working on a high-profile renovation project where I led a team that installed drywall for a 5,000 square foot office space. We completed the project two weeks early, which not only delighted the client but also saved on labor costs. Additionally, I have developed a reputation for my attention to detail, ensuring all installations are not only aesthetically pleasing but also structurally sound. I have consistently received positive feedback from clients for my ability to address challenges on-site efficiently and effectively.

I am very interested in the opportunity to transition to a full-time role with Acme Corporation, where I can bring my passion for drywall installation and expertise to a collaborative team environment. I am eager to discuss how my skills can contribute to your ongoing projects and the overall success of your company. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Mitchell