

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Elevator Mechanic

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Elevator Mechanic position at Acme Corporation, which I discovered on your company's career page. With over five years of experience working independently in the elevator industry, I have honed my skills in installation, maintenance, and troubleshooting, and I am eager to bring my expertise to your team in a full-time capacity.

During my freelance career, I successfully completed numerous projects that required a high degree of technical knowledge and problem-solving skills. For instance, I led a project to retrofit an aging elevator system for a commercial building, which involved not only updating the electrical components but also ensuring compliance with safety regulations. This project increased the system's efficiency by 30% and significantly reduced downtime. Additionally, I developed a maintenance schedule that extended the lifespan of the systems by an average of two years, minimizing unexpected failures and ensuring uninterrupted service for the residents.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovation and quality service. I believe my hands-on experience coupled with my proactive approach to problem-solving will allow me to contribute effectively to your projects. I am looking forward to discussing how my background and skills align with the needs of your team, and I am enthusiastic about the possibility of working together to maintain and enhance the quality of your elevator systems. Thank you for considering my application.

Sincerely,

Jordan Thompson