

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Flooring Installer

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Flooring Installer position at Acme Corporation, which I discovered on your company's careers page. With over five years of experience in the flooring industry, I have honed my skills in installation, customer service, and project management, making me a perfect fit for your team. I admire Acme Corporation's commitment to quality and innovation, and I am eager to contribute to your reputation for excellence.

During my freelance career, I successfully completed over 100 flooring projects, ranging from residential homes to commercial spaces. One of my key achievements was a large-scale project where I installed engineered hardwood flooring in a boutique hotel, enhancing both its aesthetic appeal and functionality. This project not only met the client's expectations but also received positive feedback from guests, leading to a significant increase in their bookings. Additionally, I implemented a new inventory tracking system during my freelance work, which reduced material wastage by 20% and streamlined the overall installation process.

I am particularly drawn to this full-time opportunity at Acme Corporation as it aligns with my goal of working in a collaborative environment where I can further develop my skills and contribute to larger-scale projects. I am excited about the possibility of bringing my expertise in flooring solutions to your esteemed company. Thank you for considering my application; I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation.

Sincerely,

Jordan Smith