

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Glazier

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Glazier position at Acme Corporation, which I discovered on your company's website. With over five years of experience in the glazing industry, I am eager to bring my skills and expertise to your reputable team, contributing to high-quality projects that Acme is known for.

During my freelance career, I successfully completed a variety of residential and commercial glazing projects, including the installation of energy-efficient storefront windows for a local shopping center that improved the building's insulation by 30%. Additionally, I led the glass installation for a high-end residential renovation, where my attention to detail and craftsmanship resulted in a 100% client satisfaction rate, leading to several referrals and repeat business. My ability to manage projects independently while collaborating effectively with contractors and clients has been vital in delivering results on time and within budget.

I am particularly drawn to Acme Corporation because of your commitment to innovation and quality in glazing solutions. I believe my proactive approach, coupled with my technical background in glass selection and installation techniques, would be a valuable addition to your team. I am eager to further discuss how my experience aligns with the goals of Acme Corporation and how I can contribute to your ongoing success. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith