

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Heavy Equipment Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Heavy Equipment Operator position at Acme Corporation, as advertised on your company's careers page. With several years of experience operating heavy machinery in diverse environments, I am excited about the opportunity to contribute to your team and help drive projects to completion with precision and safety in mind.

In my previous role as a freelance heavy equipment operator, I successfully completed over 100 projects, ranging from large-scale excavation to detailed site grading. One of my key achievements was leading a team for a municipal infrastructure project where I operated a combination of excavators and bulldozers to complete the job two weeks ahead of schedule while adhering to all safety protocols. This experience not only honed my operational skills but also enhanced my ability to manage time effectively and work collaboratively with other professionals on-site.

Additionally, I received positive feedback from clients for my attention to detail and commitment to quality. For instance, while working on a commercial building site, I implemented a new equipment maintenance schedule that reduced downtime by 30%, ensuring that our operations ran smoothly and efficiently. My ability to adapt to various environments and equipment types has equipped me with a versatile skill set that I believe aligns well with Acme Corporation's needs.

I am eager to bring my extensive experience and strong work ethic to Acme Corporation and am excited about the possibility of discussing this opportunity further. Thank you for considering my application; I look forward to the chance to speak with you about how I can contribute to your team.

Sincerely,

Jordan A. Mitchell