

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hvac Technician

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time HVAC Technician position at Acme Corporation, as advertised on your company's careers page. With over five years of experience in the HVAC industry and a proven track record of delivering high-quality service, I am eager to bring my expertise and dedication to your esteemed team.

During my freelance career, I successfully managed a variety of HVAC projects, including the installation of energy-efficient systems for both residential and commercial properties. One of my most notable achievements involved collaborating with a local restaurant to upgrade their HVAC system, which resulted in a 30% reduction in energy costs while significantly improving air quality. This project not only enhanced customer satisfaction but also earned me several referrals from the restaurant owner, leading to a substantial increase in my clientele.

In addition to my technical skills, I pride myself on my attention to detail and problem-solving abilities. For instance, I was able to diagnose and resolve a recurring heating issue for a multi-family dwelling that had evaded previous technicians, ultimately restoring comfort for all tenants and reinforcing my reputation as a reliable technician. My commitment to ongoing education in HVAC technologies ensures that I remain updated on the latest industry standards, which I believe aligns well with Acme Corporation's mission to provide cutting-edge solutions.

I am very interested in the opportunity to join Acme Corporation as a full-time HVAC Technician and contribute to your team's success. I look forward to discussing how my background, skills, and enthusiasms align with the goals of your company. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell