

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Glazier

Dear Hiring Manager,

I am excited to apply for the Glazier position at Acme Corporation as advertised on Indeed. With over five years of experience in the glazing industry, I have developed a keen eye for detail and a strong dedication to quality craftsmanship, making me an ideal candidate for this role. I am particularly drawn to Acme Corporation due to its reputation for innovation and excellence in glass installation and repair.

In my previous position at Glassworks Inc., I successfully managed a team of four glaziers on a large-scale commercial project where we installed energy-efficient storefront windows for a new shopping center. This project not only enhanced my leadership skills but also resulted in a 20% reduction in installation time due to improved workflow processes I implemented. Additionally, I was recognized for my ability to troubleshoot complex issues on-site, ensuring that all installations met industry safety standards while exceeding client expectations.

Another highlight of my career was when I spearheaded a residential glass replacement initiative, which involved working directly with homeowners to customize their glass solutions. By employing advanced measuring techniques and staying updated on the latest trends in glass technology, I was able to increase customer satisfaction ratings by 30%. This commitment to understanding and fulfilling client needs has been a driving force throughout my career as a glazier, and I am eager to bring this approach to Acme Corporation.

I would be thrilled to discuss how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your continued success.

Sincerely,

Jordan Thompson