

Jordan A. Mitchell

January 16, 2026

Acme Corporation
RE: Hvac Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Hvac Technician position at Acme Corporation, as advertised on your company website. With over five years of hands-on experience in HVAC installation and maintenance, I am excited about the opportunity to contribute my expertise to your team and help optimize your clients' comfort and energy efficiency.

In my previous role at Climate Control Solutions, I successfully led a project that involved the retrofitting of an aging HVAC system for a large commercial facility. By implementing a new energy-efficient system, I was able to reduce the building's energy consumption by 30%, resulting in significant cost savings for the client. Additionally, I have consistently received positive feedback from clients and management for my attention to detail and ability to troubleshoot complex HVAC issues, ensuring that systems operate at peak performance. At HVAC Pros, I also played a key role in training new technicians, which helped to improve the overall skill level of our team and enhance service delivery.

I am particularly impressed by Acme Corporation's commitment to innovative HVAC solutions and sustainability. I am eager to bring my skills and passion for the industry to your team, and I am confident that my proactive approach and strong work ethic would make a valuable addition. I would welcome the chance to discuss how my experience and vision align with the needs of Acme Corporation. Thank you for considering my application, and I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Mitchell