

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Meter Reader

Dear Hiring Manager,

I am excited to apply for the Meter Reader position at Acme Corporation, which I discovered on your careers page. With a strong background in utilities and customer service, I am eager to contribute my skills in accurate data collection and customer interaction to your team.

In my previous role as a Meter Reader with Green Energy Solutions, I successfully increased meter reading accuracy by 15% through meticulous attention to detail and implementation of a new tracking system. This ensured that billing discrepancies were minimized, leading to increased customer satisfaction. Additionally, I was responsible for training new meter readers, which enhanced team efficiency and cohesion. My experience in resolving customer inquiries and complaints has also equipped me with the ability to communicate effectively, ensuring that residents understand the billing process and the importance of accurate readings.

I am particularly drawn to this position at Acme Corporation because of your commitment to sustainability and innovative practices in utility management. I am eager to bring my expertise in data management and customer relations to your reputable company. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell