

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Utility Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Utility Worker position at Acme Corporation, as advertised on your company website. I am excited about the opportunity to contribute to a team that prioritizes safety and efficiency, and I believe my willingness to learn and strong work ethic make me a suitable candidate for this role.

Though I do not have direct experience in utility work, I have developed a range of transferable skills through my previous roles in manual labor and customer service. While working as a warehouse associate at XYZ Logistics, I became adept at operating machinery safely and efficiently, completing tasks while adhering to company protocols. I also contributed to team projects aimed at improving workflow, which resulted in a 15% increase in productivity during peak seasons. Additionally, my time volunteering with a local community cleanup initiative honed my ability to work collaboratively with others and follow safety regulations diligently.

I am eager to bring my dedication, strong communication skills, and team-oriented mindset to Acme Corporation. I am particularly impressed by your commitment to innovation and sustainability in utility services, and I would love the chance to discuss how I can support your team in achieving its goals. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your organization.

Sincerely,

Jordan Taylor