

# Jordan Mitchell

January 16, 2026

Acme Corporation  
RE: Pool Technician

Dear Hiring Manager,

I am excited to apply for the Pool Technician position at Acme Corporation, as advertised on your company website. With a strong background in pool maintenance and a commitment to providing excellent customer service, I am eager to contribute to your team and ensure that clients enjoy pristine pool environments all year round.

In my previous role at Blue Wave Pools, I successfully managed the maintenance of over 50 residential pools, ensuring that they met safety and cleanliness standards. I implemented a systematic cleaning and chemical balancing routine, which resulted in a 30% increase in customer satisfaction scores within just six months. Additionally, I led a project that introduced eco-friendly products, reducing chemical usage by 40% while still achieving optimal water quality. My hands-on experience with repairing pool equipment, such as pumps and filters, has equipped me with the technical skills necessary to troubleshoot and resolve issues efficiently.

I am particularly drawn to the opportunity at Acme Corporation because of your dedication to innovation in pool management and customer service. I admire your commitment to sustainability and would love to bring my experience in eco-friendly practices to your team. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Mitchell