

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Appliance Repair Technician

Dear Hiring Manager,

I am excited to apply for the Promotion Appliance Repair Technician position at Acme Corporation, which I discovered on your careers page. With a robust background in appliance repair and a commitment to delivering exceptional customer service, I am eager to contribute my skills to your esteemed team.

During my five years at Reliable Appliance Services, I consistently exceeded customer satisfaction goals, achieving a 95% positive feedback rating. One of my proudest moments was when I identified a recurring issue with a line of dishwashers that many technicians had overlooked. By developing a targeted repair strategy, I not only saved our clients significant costs but also increased our service efficiency by 20%. Additionally, I spearheaded a training program for new technicians that focused on diagnostic approaches and effective communication, greatly reducing our average service call time and boosting team morale.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in appliance repair. I believe my experience aligns perfectly with your goals, and I am eager to bring my expertise in advanced troubleshooting techniques and customer-centric service to your team. I would welcome the opportunity to discuss my application further and explore how I can contribute to the continued success and reputation of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan M. Thompson