

Jordan T. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Carpenter

Dear Hiring Manager,

I am thrilled to apply for the Promotion Carpenter position at Acme Corporation, which I discovered on your company's careers page. With a proven track record in carpentry and a passion for craftsmanship, I am excited about the opportunity to contribute to your team and elevate the quality of work at Acme Corporation.

In my previous role with Builders United, I successfully led a team of carpenters in a large-scale residential project, where we completed over 20 custom home builds within budget and ahead of schedule. This experience honed my ability to manage multiple priorities while ensuring high-quality craftsmanship. Additionally, I implemented a new workflow process that reduced waste by 15% and improved overall project efficiency. My commitment to sustainable practices aligns well with Acme Corporation's dedication to quality and environmental responsibility.

Moreover, I have consistently received positive feedback from clients for my attention to detail and innovative approach. For instance, I designed and built a custom cabinetry solution for a high-profile client that not only enhanced the aesthetic appeal of their space but also maximized functionality. This project resulted in a 25% increase in referrals from that client, underscoring my ability to deliver exceptional results that drive business growth.

I am eager to bring my expertise in carpentry and my passion for high-quality workmanship to Acme Corporation as a Promotion Carpenter. I would love the opportunity to discuss how my background, skills, and achievements can contribute to the continued success of your team. Thank you for considering my application.

Sincerely,

Jordan T. Mitchell