

# Michael Johnson

January 16, 2026

Acme Corporation

RE: Promotion Concrete Finisher

Dear Hiring Manager,

I am excited to apply for the Promotion Concrete Finisher position at Acme Corporation, as advertised on your company's careers page. With over eight years of hands-on experience in the concrete finishing industry, I have developed a deep expertise in delivering high-quality finishes on a wide array of projects. I am particularly drawn to this opportunity at Acme because of your commitment to innovation and excellence in construction, which aligns with my career goals and professional values.

During my tenure at XYZ Construction, I successfully led a team on a large-scale commercial project that required intricate decorative concrete finishes. By implementing a detailed planning system, we completed the project two weeks ahead of schedule and under budget, while maintaining the highest industry standards. Additionally, I received commendation for my ability to foster a collaborative team environment, which resulted in a significant improvement in worker efficiency and morale. I also have a proven track record of conducting safety training sessions that increased safety compliance rates by 30%, ensuring a safe working environment for all crew members.

I am eager to bring my skills in precision finishing and team management to Acme Corporation as a Promotion Concrete Finisher. I am confident that my proactive approach and dedication to quality can contribute to your ongoing success. I would appreciate the opportunity to discuss how my background and achievements can align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Michael Johnson