

Jordan L. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Crane Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Crane Operator position at Acme Corporation, as advertised on your careers page. With over five years of experience operating cranes and a proven track record of safety and efficiency, I am excited about the opportunity to contribute to your team and support Acme's commitment to operational excellence.

During my tenure at XYZ Construction, I successfully operated various cranes on multiple large-scale projects, including a high-rise residential building and a commercial warehouse. By implementing a new pre-operation checklist, I improved our crane inspection process, which led to a 30% reduction in downtime due to mechanical failures. Additionally, my ability to coordinate effectively with ground crews ensured that all lifts were executed safely and on schedule, contributing to the project finishing two weeks ahead of schedule and under budget.

Furthermore, I played a key role in mentoring junior operators and facilitating training sessions on best practices for crane safety and efficiency. This initiative not only enhanced team performance but also fostered a culture of safety that was reflected in our zero-accident record over the past year. I am particularly drawn to Acme Corporation's commitment to innovation and safety in construction, and I believe my background aligns well with your goals.

I am eager to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team's success.

Sincerely,

Jordan L. Mitchell