

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Drywall Installer

Dear Hiring Manager,

I am excited to apply for the Promotion Drywall Installer position at Acme Corporation, as advertised on your company's careers page. With over five years of experience in the drywall installation industry, I have honed my skills in delivering high-quality workmanship and managing projects effectively. I am particularly drawn to Acme Corporation's reputation for excellence and commitment to innovation in construction practices, and I am eager to contribute to your team's success.

In my previous role at XYZ Construction, I successfully led a team of installers in a large-scale commercial project where we completed drywall installation for a 50,000 square foot office space ahead of schedule and under budget. My role involved not only hands-on installation but also ensuring that all safety and quality standards were met, resulting in zero safety incidents and a commendation from the project manager. Additionally, I implemented a new inventory management system that reduced material waste by 20%, significantly lowering costs and streamlining our workflow.

I also take pride in my ability to train and mentor new installers, fostering a team-oriented environment that encourages skill development and collaboration. By developing a comprehensive training program, I helped junior team members improve their installation techniques, which contributed to an overall increase in team efficiency and customer satisfaction ratings.

I am very interested in the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am eager to provide exceptional drywall installation services as part of your team.

Sincerely,

Jordan A. Thompson