

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Flooring Installer

Dear Hiring Manager,

I am excited to apply for the Promotion Flooring Installer position at Acme Corporation, as advertised on your company's career portal. With my extensive experience in flooring installation and a passion for delivering high-quality workmanship, I am eager to contribute to your team and help elevate your service offerings.

In my previous role at Precision Floors, I successfully led a team of installers on a large commercial project where we completed the installation of over 10,000 square feet of luxury vinyl tile ahead of schedule. This project not only received praise from the client for its quality and aesthetics but also resulted in a 15% increase in our contract renewal rate with that client. Additionally, I implemented a training program for new hires, which improved our installation efficiency by reducing errors by 20% and enhancing overall team performance.

My commitment to safety and customer satisfaction has always been a priority in my work. I consistently received positive feedback for my attention to detail, having achieved a customer satisfaction rating of over 95% in my last role. I am adept at troubleshooting on-site issues quickly and effectively, ensuring that projects run smoothly while maintaining the highest industry standards.

I am looking forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I hope to speak with you soon about how I can contribute to your team as a Promotion Flooring Installer.

Sincerely,

Jordan Smith