

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Glazier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Glazier position at Acme Corporation, as advertised on your company website. With a strong background in glass installation and a passion for delivering high-quality craftsmanship, I am excited about the opportunity to contribute to your team and help elevate your projects to new heights.

Throughout my career, I have successfully completed numerous high-profile glazing projects, which have honed my skills in both residential and commercial settings. One of my key achievements was leading a project for a luxury condominium complex, where I oversaw the installation of custom glass facades. This project not only enhanced the building's aesthetic appeal but also contributed to a 15% increase in property value due to its innovative design. Additionally, I implemented a new quality assurance process during my tenure at XYZ Glassworks, which reduced rework rates by 30% and improved client satisfaction ratings significantly.

I am particularly drawn to the culture of innovation at Acme Corporation, and I am eager to bring my expertise in glass technology and project management to your team. I thrive in collaborative environments and believe that my proactive approach and attention to detail will be an asset in driving the success of your glazing projects.

I would welcome the opportunity to discuss how my experience aligns with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Smith