

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Hvac Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion HVAC Technician position at Acme Corporation, as advertised on your careers page. With over five years of experience in HVAC systems installation and maintenance, I am eager to contribute my skills and knowledge to your esteemed team. I have always admired Acme Corporation's commitment to innovation and customer satisfaction, and I am excited about the opportunity to further enhance your operational efficiency and service quality.

In my previous role as an HVAC Technician at XYZ Services, I successfully led a team that reduced installation time by 20% through the implementation of a new project management protocol. This not only improved team productivity but also resulted in increased customer satisfaction ratings. Additionally, I was recognized for my ability to troubleshoot complex HVAC issues quickly, which saved our clients significant downtime and maintenance costs. For instance, I developed a preventive maintenance schedule that decreased equipment failures by 30%, ensuring our clients received uninterrupted service while also extending the lifespan of their systems.

I am particularly drawn to this position at Acme Corporation because of your focus on sustainable practices and energy-efficient solutions. I am keen to bring my expertise in advanced HVAC technologies and my commitment to environmental responsibility to your team. I believe my proactive approach and strong technical skills will make me a valuable asset as a Promotion HVAC Technician.

I would welcome the opportunity to 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 team and am excited about the prospect of discussing my qualifications further.

Sincerely,

Jordan Smith