

Jordan T. Reynolds

January 16, 2026

Acme Corporation
RE: Promotion Roofer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Roofer position at Acme Corporation, which I discovered on your company's careers page. With over six years of experience in the roofing industry and a proven track record of excellence in both quality and safety, I am excited about the opportunity to contribute my skills to your esteemed team.

In my previous role with Skyline Roofing, I successfully led a team of five in a project that involved the installation of green roofing systems for a high-rise building. This project not only increased the building's energy efficiency by 30% but also won the 2022 Green Roofing Award for its innovative design and execution. Additionally, I implemented a new training program focused on safety protocols that reduced workplace accidents by 40% over the course of one year, ensuring that all team members adhered to best practices while on site.

I am particularly drawn to Acme Corporation's commitment to sustainability and innovation in roofing solutions. I believe that my background in eco-friendly roofing and my ability to manage large projects efficiently aligns well with your company's objectives. I am eager to bring my expertise in promoting sustainable roofing practices and enhancing team productivity to your organization.

I would love the opportunity to discuss how my experience and vision can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan T. Reynolds