

Jordan R. Smith

January 16, 2026

Acme Corporation

RE: Refrigeration Technician

Dear Hiring Manager,

I am excited to apply for the Refrigeration Technician position at Acme Corporation, as advertised on your company's careers page. With a strong background in HVAC systems and a passion for providing exceptional service, I am eager to bring my expertise to your team and contribute to the continued success of Acme Corporation.

In my previous role at CoolTech Solutions, I successfully led a project to upgrade the refrigeration systems for a large commercial client. By implementing energy-efficient solutions, I not only improved the system's performance but also reduced operational costs by 25%. My hands-on experience with troubleshooting and repairing complex refrigeration systems allowed me to develop a comprehensive understanding of the latest technologies in the industry. Additionally, I received recognition for my role in reducing downtime by 15% through proactive maintenance scheduling and staff training on best practices.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability in refrigeration technology. I believe my experience aligns well with your goals, and I am eager to bring my skills in system diagnostics, repair, and installation to your team. I am confident that my proactive approach and dedication to quality service would be an asset in supporting your clients effectively.

I look forward to the opportunity to discuss how my background, skills, and certifications can contribute to the success of Acme Corporation. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan R. Smith