

James Anderson

January 16, 2026

Acme Corporation

RE: Relocation Carpenter

Dear Hiring Manager,

I am excited to apply for the Relocation Carpenter position at Acme Corporation, which I discovered on your company's careers page. With over six years of experience in carpentry and a proven track record in relocating residential and commercial structures, I am confident in my ability to contribute effectively to your team and help execute your relocation projects with precision and care.

In my previous role at Best Build Co., I led a team responsible for the successful relocation of a 3,000-square-foot commercial office space, which involved dismantling and reconstructing complex structural elements. This project not only required meticulous planning and execution but also resulted in a 20% reduction in downtime for the client, allowing them to resume operations swiftly. Additionally, I implemented a new inventory tracking system that improved our material management, reducing waste by 15% across multiple projects.

I am particularly impressed by Acme Corporation's commitment to quality and safety in all relocation projects. I believe my hands-on experience with various relocation techniques and my dedication to maintaining high safety standards would align well with your company's values. I am eager to bring my expertise in carpentry and project management to your team. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

James Anderson