

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Relocation Flooring Installer

Dear Hiring Manager,

I am excited to apply for the Relocation Flooring Installer position at Acme Corporation, as advertised on your careers page. With over six years of experience in flooring installation and a strong background in relocation services, I believe my skills align perfectly with the needs of your team. I am eager to bring my expertise to Acme, a company renowned for its commitment to quality and customer satisfaction.

Throughout my career, I have successfully managed numerous high-profile flooring installation projects, each requiring meticulous attention to detail and exceptional customer service. At my previous position with Premier Flooring Solutions, I led a team responsible for the installation of luxury vinyl planks in over 100 residential units during a major relocation project. Our ability to complete the installations ahead of schedule resulted in a 30% increase in client satisfaction ratings, as well as a commendation from our management for exceeding project expectations.

In addition, I played a key role in developing a streamlined process for floor preparation that reduced installation time by 20%. This not only improved efficiency but also minimized disruptions for homeowners during their relocation. My commitment to effective communication and collaboration with clients and team members has consistently fostered a positive working environment and ensured that projects are completed on time and within budget.

I am enthusiastic about the opportunity to contribute to Acme Corporation and am eager to discuss how my experience and skills can benefit your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Alexander Smith