

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Relocation Glazier

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Glazier position at Acme Corporation, as advertised on your careers page. With over seven years of experience in the glazing industry, I am excited about the opportunity to bring my skills in glass installation and relocation to your esteemed company, known for its commitment to quality and customer satisfaction.

In my previous role at Bright Glass Solutions, I successfully led a team responsible for a major relocation project involving the installation of high-performance glass in a new commercial building. My meticulous attention to detail and effective project management resulted in the project being completed two weeks ahead of schedule, saving the company approximately 15% in labor costs. Additionally, I implemented a specialized training program for new hires on safe handling and installation techniques, which significantly reduced on-site accidents by 30% over the following year.

Moreover, while working with Urban Glaziers Inc., I played a key role in a complex glass relocation for a historical building. My ability to navigate the challenges posed by tight timelines and the need for exacting standards led to a successful installation that not only preserved the integrity of the structure but also received commendation from the local preservation society. I take pride in maintaining high quality standards and am adept at liaising with clients to ensure their vision is realized.

I am very interested in the opportunity to further 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 eager to discuss my candidacy in more detail.

Sincerely,

Jordan Thompson