

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Insulation Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Insulation Worker position at Acme Corporation, as advertised on your company website. With a strong background in insulation installation and a proven track record of successful relocations, I am eager to bring my skills to your team and contribute to your mission of delivering high-quality insulation solutions to your clients.

In my previous role at GreenTech Insulation, I successfully led a team in a project that involved relocating insulation systems for a large commercial facility. This project not only required technical expertise in insulation materials but also demanded meticulous planning and coordination with various stakeholders to ensure minimal disruption to ongoing operations. My attention to detail and ability to communicate effectively helped us complete the relocation two weeks ahead of schedule, resulting in a cost saving of 15% for our client. Additionally, I implemented a new training program for our technicians that improved safety compliance rates by 40%, demonstrating my commitment to maintaining high standards in our work environment.

I am particularly impressed by Acme Corporation's dedication to innovation and customer satisfaction. I am excited about the opportunity to collaborate with your talented team and to leverage my skills in insulation relocation to enhance your service offerings. I would welcome the chance to discuss how my experiences and vision align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you and am eager to contribute to your team as a Relocation Insulation Worker.

Sincerely,

Jordan Smith