

Jordan Smith

January 16, 2026

Acme Corporation

RE: Relocation Maintenance Technician

Dear Hiring Manager,

I am excited to apply for the Relocation Maintenance Technician position at Acme Corporation, as advertised on your careers page. With a solid background in maintenance and a commitment to excellence, I believe I can contribute positively to your team and support the relocation process effectively.

In my previous role at XYZ Facilities Management, I successfully led a team in executing a complex relocation project for a corporate client, which involved the modification and setup of over 50 workstations within a tight three-week timeline. My proactive approach to troubleshooting potential issues allowed us to complete the project ahead of schedule, ultimately saving the client significant costs. Additionally, I implemented a preventive maintenance program that reduced equipment downtime by 20%, ensuring seamless operations during the transition.

I take pride in my hands-on experience with a variety of tools and systems, including HVAC, plumbing, and electrical maintenance, which I believe are critical for the Relocation Maintenance Technician role. At ABC Services, I was recognized for my ability to quickly diagnose and resolve technical issues, receiving the Employee of the Month award for my efforts in enhancing overall service quality. My strong communication skills have also allowed me to collaborate effectively with clients and team members, ensuring that all relocation needs are met promptly and thoroughly.

I am very interested in the opportunity to join Acme Corporation and would love to discuss how my skills and experiences can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting role further.

Sincerely,

Jordan Smith