

# Jordan Alex Thompson

January 16, 2026

Acme Corporation

RE: Relocation Mechanic

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Mechanic position at Acme Corporation, which I found listed on your careers page. With a strong background in mechanical maintenance and relocation logistics, I am eager to contribute my skills to your team and support your mission of delivering high-quality relocation services.

In my previous role at Precision Machinery, I successfully led a project to relocate a large manufacturing unit, overseeing the disassembly and reassembly of complex machinery. This initiative not only ensured that the operation was back online two days ahead of schedule but also resulted in a cost savings of 15% for the company. Additionally, I implemented a new inventory tracking system for parts during relocations, which improved efficiency and reduced the risk of lost components by 30%. My hands-on experience with a variety of tools and machinery, combined with my problem-solving abilities, equips me to handle the unique challenges that can arise during the relocation process.

I am excited about the opportunity to bring my mechanical expertise and proactive approach to Acme Corporation. I look forward to discussing how my previous experiences align with the goals of your team and how I can contribute to the continuing success of your operations. Thank you for considering my application.

Sincerely,

Jordan Alex Thompson