

Jordan A. Thompson

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Acme Corporation

RE: Relocation Meter Reader

Dear Hiring Manager,

I am excited to apply for the Relocation Meter Reader position at Acme Corporation, which I discovered through your company's careers page. With my background in utility services and my commitment to accuracy and customer service, I am confident in my ability to contribute effectively to your team.

In my previous role as a Meter Reader for XYZ Utilities, I consistently exceeded performance targets by 15%, effectively completing over 250 readings per week while maintaining a 98% accuracy rate. This achievement was recognized by my supervisors, who commended my meticulous attention to detail and my ability to work independently in various neighborhoods. Additionally, I developed a streamlined process for reporting discrepancies that reduced follow-up inquiries by 30%, thereby enhancing operational efficiency and improving customer satisfaction.

Moreover, my experience working in diverse communities has equipped me with excellent interpersonal skills. I am adept at communicating complex information clearly to customers, ensuring they understand their consumption patterns and billing processes. This has been particularly beneficial during relocation projects, where I helped educate customers on the importance of timely meter readings and ensured a smooth transition during service changes. I believe these skills align well with Acme Corporation's commitment to customer service excellence.

I am eager to bring my skills in meter reading and my proactive approach to problem-solving to Acme Corporation. I would welcome the opportunity to discuss how my experience can contribute to your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Thompson