

# James M. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Millwright

Dear Hiring Manager,

I am excited to apply for the Relocation Millwright position at Acme Corporation, which I discovered on your careers page. With a strong background in industrial maintenance and machinery relocation, I am eager to bring my skills and experience to your esteemed company, known for its commitment to quality and innovation in the manufacturing sector.

In my previous role at XYZ Manufacturing, I successfully led a team responsible for the relocation of a critical production line, which involved disassembling and reassembling complex machinery. This project, completed ahead of schedule, resulted in a 20% reduction in downtime and improved overall production efficiency by 15%. Additionally, I implemented a new inventory tracking system for machinery parts, which streamlined our operations and minimized delays during the relocation process.

Furthermore, I am well-versed in following safety protocols and regulations, having maintained a perfect safety record over the past five years. My experience working with diverse teams has honed my ability to communicate effectively with engineers and technicians, ensuring that all aspects of the relocation process are executed smoothly and efficiently. I am confident that my proactive approach and dedication to excellence will contribute positively to the goals of Acme Corporation.

I would be thrilled to further discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you about how I can contribute to the success of Acme Corporation.

Sincerely,

James M. Thompson