

# Jordan H. Thompson

January 16, 2026

Acme Corporation  
RE: Relocation Roofer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Roofer position at Acme Corporation, as advertised on your company's careers page. With over five years of experience in the roofing industry and a proven track record of successful relocations, I am excited about the opportunity to contribute my skills to your team and ensure the highest quality service for your clients.

During my previous role at Skyline Roofing Solutions, I successfully led a team of ten in the relocation of roofing structures across multiple states. One of my proudest achievements was coordinating a high-stakes project that involved moving a large commercial roofing system for a client facing tight deadlines. By implementing a strategic plan that included precise scheduling and on-site safety measures, we completed the relocation two days ahead of schedule, resulting in a 15% cost saving for the client. Additionally, my experience in training and mentoring new team members allowed us to maintain excellent safety records, reducing workplace incidents by 20% during my tenure.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and quality in roofing solutions. I am eager to bring my skills in project management and customer relations to your team, as well as my strong work ethic and adaptability in diverse environments. I am confident that my ability to quickly assess and solve challenges will be an asset in ensuring seamless relocations for your clients.

I look forward to the possibility of discussing how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I am excited about the opportunity to contribute to your esteemed company.

Sincerely,

Jordan H. Thompson