

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Relocation Utility Worker

Dear Hiring Manager,

I am excited to apply for the Relocation Utility Worker position at Acme Corporation, as advertised on your company's careers page. With a strong background in utility operations and a passion for providing exceptional service, I believe I am well-suited to contribute to your team and support your relocation projects effectively.

In my previous role at Greenfield Utilities, I successfully managed the relocation of over 50 utility lines while ensuring minimal disruption to local residents. My attention to detail and ability to coordinate with various stakeholders, including engineers and city officials, allowed us to complete the project two weeks ahead of schedule, saving the company significant costs. Additionally, I implemented a new tracking system for project timelines, which improved overall efficiency by 30%, allowing our team to handle multiple projects simultaneously without sacrificing quality.

I am particularly impressed with Acme Corporation's commitment to sustainable practices and community engagement. As a dedicated team player with a track record of adapting quickly to changing environments, I am eager to bring my problem-solving skills and proactive approach to your organization. I look forward to the opportunity to discuss how my experience can contribute to the success of your relocation initiatives and help enhance the quality of service provided to your clients.

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Lee Thompson