

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Welder

Dear Hiring Manager,

I am excited to apply for the Relocation Welder position at Acme Corporation, which I discovered on your careers page. With over five years of experience in structural welding and a strong commitment to safety and quality, I believe my skills align perfectly with the needs of your team and the projects at Acme.

In my previous role at XYZ Fabrication, I played a key part in the successful relocation of a manufacturing facility, where I executed precise welding tasks under tight deadlines and stringent safety protocols. My ability to adapt to new environments and collaborate effectively with diverse teams allowed us to complete the project two weeks ahead of schedule, saving the company over \$15,000. Additionally, I implemented a quality control checklist that reduced rework by 30%, ensuring that all welding work met or exceeded industry standards.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative welding solutions and sustainability. I am eager to bring my expertise in MIG and TIG welding, as well as my experience with various welding techniques, to contribute to your ongoing projects and help maintain the high standards your company is known for. I am keen to discuss how my background, skills, and enthusiasms can be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and explore how I can contribute to Acme Corporation's success as a Relocation Welder.

Sincerely,

Jordan Mitchell