

James H. Mitchell

January 16, 2026

Acme Corporation

RE: Roofer

Dear Hiring Manager,

I am excited to apply for the Roofer position at Acme Corporation, as advertised on Indeed.com. With over seven years of experience in the roofing industry, I have honed my skills in various roofing techniques and materials, and I am eager to bring my expertise to your esteemed company.

During my tenure at Top Notch Roofing, I successfully completed over 150 residential roofing projects, ensuring high-quality workmanship and customer satisfaction. One of my notable achievements was leading a team in a challenging re-roofing project for a historic home, where we upgraded the roofing materials while preserving the original architectural integrity. This project not only received accolades from the homeowners but also led to several referrals that boosted our business significantly.

In addition to my technical skills, I prioritize safety and efficiency on every job site. At Reliable Roofing Solutions, I implemented a new safety protocol which reduced on-site accidents by 30% within the first year. This initiative not only improved team morale but also enhanced our overall project timelines, allowing us to take on more jobs and increase our revenue. I am committed to maintaining the highest safety standards while delivering exceptional results.

I am very interested in the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the opportunity to further discuss my fit for the Roofer position.

Sincerely,

James H. Mitchell