

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Tile Setter

Dear Hiring Manager,

I am excited to apply for the Tile Setter position at Acme Corporation, which I discovered on your company's careers page. With over five years of experience in the tile installation industry and a proven track record of delivering high-quality results, I am eager to bring my expertise to your team and contribute to your reputation for excellence.

In my previous role at a leading construction firm, I successfully completed several large-scale residential tiling projects, consistently meeting tight deadlines and exceeding client expectations. One notable project involved installing over 1,500 square feet of intricate mosaic tiles in a luxury home, where my attention to detail and precise measurements ensured a flawless finish. Additionally, I implemented a new quality control process that reduced rework by 15%, saving both time and materials, and enhancing overall project efficiency.

I am particularly drawn to Acme Corporation because of your commitment to innovative design and craftsmanship. I am eager to leverage my skills in tile setting, including my proficiency in various techniques like wet setting and dry laying, to contribute to your projects. I am confident that my work ethic, paired with my ability to collaborate with contractors and architects, will make me a valuable asset to your team.

I would greatly appreciate the opportunity to discuss how my experience and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Mitchell