

# Jordan A. Reynolds

January 16, 2026

Acme Corporation

RE: Utility Worker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Utility Worker position at Acme Corporation, which I discovered on your careers page. With a strong background in utility maintenance and a commitment to safety and efficiency, I believe I would be a valuable addition to your team. Acme Corporation's reputation for excellence in service delivery and community engagement resonates with my work ethic and career aspirations.

In my previous role at XYZ Utilities, I successfully managed routine maintenance tasks, including the inspection and repair of water lines and sewage systems. My proactive approach led to a 15% reduction in service interruptions over the course of a year, significantly improving customer satisfaction ratings. Additionally, I played a crucial role in a team project that upgraded the infrastructure in our service area, which not only enhanced operational efficiency but also ensured compliance with state regulations. My ability to operate heavy machinery safely and my certification in first aid further complement my skills as a utility worker.

I am eager to bring my experience in utility maintenance and my dedication to maintaining high safety standards to Acme Corporation. I am particularly impressed by your ongoing initiatives to improve service delivery and environmental sustainability, and I am excited about the opportunity to contribute to these efforts. I would appreciate the chance to discuss my qualifications further and explore how I can support the goals of your team. Thank you for considering my application.

Sincerely,

Jordan A. Reynolds