

Jordan M. Carter

January 16, 2026

Acme Corporation

RE: Aircraft Mechanic

Dear Hiring Manager,

I am writing to express my enthusiasm for the Aircraft Mechanic position at Acme Corporation, which I discovered on your careers page. With over six years of hands-on experience in aircraft maintenance and repair, I am excited about the opportunity to contribute to your team and support the high standards of safety and efficiency that Acme is known for.

In my previous role at SkyTech Aviation, I successfully completed over 200 scheduled maintenance checks on a variety of aircraft, including the Boeing 737 and Airbus A320. My attention to detail and commitment to quality control led to a reduction in unscheduled maintenance events by 30%, significantly improving our operational readiness. Additionally, I implemented a new inventory management system for parts, which decreased downtime by 15% and improved overall workflow efficiency. These experiences have equipped me with the technical skills and problem-solving abilities required to excel in the fast-paced environment at Acme Corporation.

I am particularly impressed by Acme's commitment to innovation and safety in aviation. I would be thrilled to bring my background in troubleshooting and aircraft systems to your organization. I am confident that my proactive approach and dedication to continuous improvement align with the values of your team.

I am eager to discuss how my experience and passion for aviation can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan M. Carter