

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Assembly Line Worker

Dear Hiring Manager,

I am excited to apply for the Assembly Line Worker position at Acme Corporation, as advertised on your company website. With a strong background in manufacturing and a commitment to maintaining high-quality standards, I am eager to contribute my skills to your team and help drive productivity at Acme Corporation.

In my previous role at XYZ Manufacturing, I consistently met and exceeded production targets, achieving an average output increase of 15% over six months. This was made possible by implementing an efficient workflow system that streamlined assembly processes and reduced downtime. Additionally, I maintained a clean and organized work environment, which not only improved safety but also boosted team morale and efficiency.

Furthermore, I was recognized for my attention to detail, which resulted in a significant decrease in product defects—by 20% during my tenure. I achieved this by rigorously following quality control protocols and training new team members on best practices for assembly line tasks. My proactive approach and ability to work collaboratively have equipped me with the tools necessary to succeed in fast-paced settings.

I am very interested in the opportunity to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and am eager to provide more details about my experience at your convenience.

Sincerely,

Jordan Thompson