

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Auto Mechanic

Dear Hiring Manager,

I am excited to apply for the Career Change Auto Mechanic position at Acme Corporation, which I found advertised on your company website. With a strong passion for automotive technology and a background in hands-on problem-solving, I am eager to bring my skills to your esteemed team and contribute to delivering exceptional service to your customers.

In my previous role as a maintenance technician, I successfully managed the preventive maintenance of a fleet of over 50 vehicles, reducing downtime by 30% through efficient scheduling and thorough inspections. My attention to detail and ability to troubleshoot complex issues allowed me to implement a new tracking system for maintenance records, which improved our response time to repairs and increased overall vehicle performance. Additionally, I completed an automotive repair certification program, where I honed my skills in diagnostics and repairs, ensuring I stay current with the latest industry standards and technologies.

I am particularly drawn to Acme Corporation because of your commitment to innovation and customer satisfaction. I am eager to leverage my experience and enthusiasm for automobiles to contribute to your team's success. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. Thank you for considering my application. I am excited about the possibility of joining Acme Corporation as a Career Change Auto Mechanic.

Sincerely,

Jordan Smith