

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Drafting Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Drafting Technician position at Acme Corporation, which I discovered on your careers page. With a background in architecture and a strong passion for precise technical drawing, I am excited about the opportunity to apply my skills in a new direction and contribute to your team's success.

In my previous role as an architectural assistant, I developed a keen eye for detail and a solid understanding of drafting software, including AutoCAD and Revit. I successfully collaborated with architects and engineers on multiple projects, including a high-rise residential building, where I created detailed floor plans and elevations that met both client specifications and local building codes. This project not only sharpened my technical skills but also reinforced my ability to communicate effectively with cross-functional teams to achieve project goals.

Additionally, I took the initiative to lead a training workshop within my department on best practices for 3D modeling, which resulted in a 20% increase in efficiency for our design process. My ability to foster a collaborative and learning-oriented environment helped enhance the overall performance of our team, and I am eager to bring this same approach to Acme Corporation. I am particularly drawn to your commitment to innovation and quality in design, and I believe my proactive attitude and dedication to precision make me a perfect fit for your drafting team.

I am very interested in the opportunity to discuss how my background 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 team and bringing my drafting expertise to your innovative projects.

Sincerely,

Jordan Taylor