

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Career Change Electrical Engineer

Dear Hiring Manager,

I am excited to apply for the Career Change Electrical Engineer position at Acme Corporation, as advertised on your careers page. With a strong foundation in electrical engineering and a passion for innovative solutions, I believe I can bring a unique perspective and valuable skills to your team.

In my previous role as a Project Coordinator at Tech Solutions, I successfully managed a cross-functional team to implement a new energy-efficient lighting system across multiple commercial properties. This project not only reduced energy consumption by 30% but also won the 2022 Green Initiative Award, showcasing my ability to combine engineering principles with sustainable practices. Furthermore, I led an initiative to redesign the wiring layout of an outdated manufacturing facility, resulting in a 15% increase in productivity and a 20% reduction in electrical failures. These experiences have honed my technical skills and solidified my commitment to pursuing a career in electrical engineering.

I am particularly drawn to Acme Corporation due to its reputation for fostering innovation and prioritizing sustainable engineering solutions. I am eager to contribute my project management expertise and hands-on experience to your team, while further developing my engineering skills within a dynamic environment. I am looking forward to the opportunity to discuss how my background and enthusiasm for electrical engineering align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Smith