

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Machine Operator

Dear Hiring Manager,

I am excited to apply for the Career Change Machine Operator position at Acme Corporation, as advertised on your careers page. With a strong background in industrial operations and a passion for machinery, I am eager to leverage my skills in this new role and contribute to your team's success.

In my previous role as a Production Technician at XYZ Manufacturing, I successfully managed the operation of various machines, ensuring efficiency and quality throughout the production process. One notable achievement was my implementation of a new maintenance schedule that reduced machine downtime by 20%, significantly increasing overall productivity. Additionally, I led a cross-training initiative that improved team versatility and decreased training costs by 15%, showcasing my ability to adapt and to encourage a seamless workflow.

I am particularly drawn to Acme Corporation's commitment to innovation and quality in manufacturing. I am confident that my proactive approach and dedication to continuous improvement will be an asset to your team. I am eager to bring my problem-solving skills and my hands-on experience to the Career Change Machine Operator role, where I can contribute to meeting production goals while ensuring the highest safety standards.

I look forward to the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application; I am excited about the possibility of working together at Acme Corporation.

Sincerely,

Jordan Mitchell