

# Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Career Change Maintenance Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Maintenance Technician position at Acme Corporation, which I discovered on your careers page. With a strong background in engineering and a passion for hands-on problem solving, I am excited about the opportunity to contribute to your team and ensure the reliability of your operations.

In my previous role as a Facilities Engineer at XYZ Manufacturing, I successfully led a project that reduced downtime by 30% through the implementation of a predictive maintenance program. This initiative involved analyzing equipment performance data, identifying potential failure points, and coordinating timely interventions. My efforts not only saved the company significant costs but also improved overall workplace safety. Additionally, I have hands-on experience with a variety of maintenance tasks, having performed repairs and upgrades on HVAC systems, plumbing, and electrical systems, which has equipped me with the technical skills necessary for the Maintenance Technician role.

Furthermore, I have a proven track record of collaborating with cross-functional teams to enhance operational efficiency. At ABC Technologies, I worked closely with production and logistics to develop a streamlined maintenance schedule that minimized disruptions and aligned with production demands. This experience has strengthened my ability to communicate effectively with diverse team members, a skill I believe will be beneficial at Acme Corporation as I transition into the Maintenance Technician position.

I am eager to bring my engineering expertise and proactive approach to maintenance at Acme Corporation. I would welcome the opportunity to discuss my application further and explore how my background and skills can contribute to your team's success. Thank you for considering my application.

Sincerely,

Jordan Alexander Smith