

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Millwright

Dear Hiring Manager,

I am excited to apply for the Career Change Millwright position at Acme Corporation, which I discovered on your careers page. With a strong background in mechanical maintenance and a keen interest in expanding my technical skills, I am eager to contribute to your team and support the high standards of excellence that Acme Corporation is known for.

In my previous role as a Mechanical Technician at XYZ Industries, I successfully led a project that involved the overhaul of a critical production line which resulted in a 20% increase in operational efficiency. By collaborating with a cross-functional team and implementing a new predictive maintenance strategy, we significantly reduced downtime by diagnosing potential issues before they became critical. Furthermore, I developed a comprehensive training program for new technicians that improved their onboarding process and reduced the time to proficiency by 30%.

Additionally, my hands-on experience with hydraulic and pneumatic systems, combined with my familiarity with blueprints and schematics, positions me well for this role. I have consistently demonstrated my ability to troubleshoot and repair complex machinery under tight deadlines, ensuring minimal impact on production schedules. I am particularly drawn to the innovative culture at Acme Corporation and am eager to apply my skills in a dynamic environment where I can grow and learn.

I would welcome the opportunity to discuss how my background and enthusiasm for the millwright profession can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Mitchell