

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Process Engineer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Process Engineer position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in engineering and a passion for process optimization, I am eager to contribute my skills and experience to your innovative team.

In my previous role as a Manufacturing Engineer at XYZ Industries, I successfully led a cross-functional team to streamline our production line, resulting in a 20% increase in efficiency and a significant reduction in waste. By implementing lean manufacturing principles and utilizing Six Sigma methodologies, I was able to decrease production costs by 15%, while simultaneously enhancing product quality. Additionally, I spearheaded a project that involved the integration of a new quality assurance system, which improved our defect rate by 30% in just six months.

I am particularly drawn to this role at Acme Corporation because of your commitment to sustainability and innovation in process engineering. I believe my background in project management and my ability to analyze complex systems align well with your goals. I am excited about the opportunity to bring my data-driven approach and collaborative spirit to your team.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and vision can contribute to the continued success of Acme Corporation. I am eager to explore this opportunity further and am available for an interview at your convenience.

Sincerely,

Jordan Lee Thompson