

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Career Change Project Engineer

Dear Hiring Manager,

I am excited to apply for the Career Change Project Engineer position at Acme Corporation, as advertised on LinkedIn. With a solid background in engineering and project management, I am eager to leverage my skills and experiences to contribute to your innovative team and drive successful project outcomes.

In my previous role as a Mechanical Engineer at Tech Solutions, I led a cross-functional team that successfully completed a \$2 million product development project three months ahead of schedule, resulting in a 15% cost reduction and improving overall product quality. My ability to effectively communicate and collaborate with diverse teams allowed us to streamline processes and address potential challenges proactively. Additionally, I implemented a new project tracking system that improved our reporting accuracy by 25%, enabling senior management to make informed decisions quickly.

Transitioning into the Project Engineer role at Acme Corporation aligns perfectly with my career aspirations, as I have developed a robust understanding of project life cycles, resource allocation, and risk management through my previous experiences. I am particularly impressed by Acme's commitment to sustainability and innovation, which resonates with my personal values and professional goals. I am confident that my analytical skills, combined with my passion for engineering, will enable me to contribute positively to your projects.

I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team at Acme Corporation. Thank you for considering my application. I am eager to explore the possibility of contributing to your exciting projects and am available for a conversation at your earliest convenience.

Sincerely,

Jordan Thompson