

Jordan Smith

January 16, 2026

Acme Corporation
RE: Drafting Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Drafting Technician position at Acme Corporation as advertised on your careers page. With a solid foundation in drafting and design, coupled with my passion for creating precise technical drawings, I am excited about the opportunity to contribute to your team. Acme Corporation's commitment to innovation and excellence in engineering aligns perfectly with my professional aspirations and values.

In my previous role at XYZ Engineering, I successfully collaborated with engineers and project managers to develop comprehensive design plans for a range of projects, including residential and commercial buildings. I played a key role in streamlining the drafting process, which resulted in a 20% reduction in project turnaround time. By implementing advanced CAD software and refining our drawing standards, I ensured that our team consistently delivered high-quality, accurate designs that met client specifications and regulatory requirements.

Additionally, I was responsible for training new team members on best practices in drafting techniques and software usage, fostering a collaborative environment that encouraged continuous improvement. My ability to communicate complex technical information clearly helped enhance our team's efficiency and cohesion. I also contributed to the successful completion of a major infrastructure project, where my attention to detail in the drafting of site plans and schematics was integral to the project's success and timely execution.

I am eager to bring my expertise in drafting and my dedication to quality to Acme Corporation. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I am excited about the possibility of contributing to your projects and helping Acme Corporation maintain its reputation for excellence.

Sincerely,

Jordan Smith