

# Jordan T. Reynolds

January 16, 2026

Acme Corporation

RE: Engineering Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Engineering Technician position at Acme Corporation as advertised on your careers page. With a solid background in engineering principles and hands-on experience in technical support, I am excited about the opportunity to contribute to your innovative projects and help drive efficiency within your team.

In my previous role at Tech Solutions Inc., I successfully collaborated with engineers to design and implement a new prototype that reduced production costs by 15% while improving product reliability. By utilizing CAD software, I was able to create detailed schematics and models that facilitated a smoother transition from concept to production. Additionally, I played a key role in troubleshooting technical issues on the assembly line, conducting root cause analysis that led to a 20% decrease in downtime, ultimately enhancing overall operational efficiency.

I am particularly drawn to Acme Corporation's commitment to technological advancement and sustainability. I have hands-on experience with various engineering tools and software, including MATLAB and SolidWorks, which I believe will allow me to make an immediate impact on your projects. I am eager to bring my technical expertise and problem-solving skills to your team, ensuring that we continue to meet and exceed project deliverables.

I would welcome the opportunity to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan T. Reynolds