

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Assembly Line Worker

Dear Hiring Manager,

I am excited to apply for the Entry Level Assembly Line Worker position at Acme Corporation, as advertised on your website. With a strong interest in manufacturing and a commitment to producing high-quality products, I believe I would be a valuable addition to your team. My background in hands-on work environments and my enthusiasm for learning new skills make this opportunity particularly appealing to me.

During my time as a summer intern at XYZ Manufacturing, I gained practical experience in assembly line operations, where I contributed to a project that improved our production efficiency by 15%. I learned how to operate various assembly tools and machinery safely while adhering to strict quality control standards. Additionally, I volunteered to assist in the training of new interns, demonstrating my strong teamwork and communication skills, which are essential in a collaborative assembly line setting.

I am particularly drawn to Acme Corporation's commitment to innovation and quality, and I am eager to bring my proactive attitude and attention to detail to your assembly line. I thrive in fast-paced environments and am dedicated to ensuring that every product meets the highest standards. I am excited about the prospect of contributing to your team and helping Acme Corporation maintain its reputation for excellence.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm can contribute to the success of Acme Corporation. I am eager to learn more about the assembly line processes and how I can be an asset to your team.

Sincerely,

Jordan Taylor