

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Audio Engineer

Dear Hiring Manager,

I am excited to apply for the Entry Level Audio Engineer position at Acme Corporation, which I discovered on your company's careers page. With a strong foundation in audio engineering principles and hands-on experience gained through my studies and internships, I am eager to contribute my skills to your innovative team in creating exceptional audio experiences.

During my time at university, I had the opportunity to work on several projects that honed my technical skills. Notably, I served as the lead audio engineer for a student film, where I successfully recorded and mixed dialogue and sound effects, enhancing the overall sound design while adhering to tight deadlines. This experience not only improved my technical proficiency with industry-standard software such as Pro Tools and Logic Pro, but also taught me the importance of collaboration and communication within a creative team. Additionally, I completed an internship at a local recording studio, where I assisted in multi-track recording sessions and learned the intricacies of equipment setup and signal flow, ensuring high-quality sound capture.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to innovative audio solutions and your portfolio of diverse projects. I am eager to bring my passion for audio engineering and my dedication to excellence to your team. I am enthusiastic about the possibility of contributing to your upcoming projects and would appreciate the chance to discuss how my background, skills, and ambitions align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Jordan Smith