

# Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Entry Level Auto Mechanic

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Auto Mechanic position at Acme Corporation, as advertised on your website. With a lifelong passion for automobiles and hands-on experience gained during my internship at a local repair shop, I am eager to contribute my skills and dedication to your team.

During my internship, I successfully assisted senior mechanics in diagnosing and repairing a wide range of vehicles, which not only honed my technical skills but also taught me the importance of efficient teamwork. I played a key role in a project where we identified and resolved a persistent engine issue in a customer's vehicle, which not only improved the car's performance but also earned positive feedback from the client. Additionally, I completed a comprehensive auto repair course at my local community college, where I learned about modern automotive technologies and best practices, further preparing me for the fast-paced environment at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to quality service and customer satisfaction, and I would be thrilled to bring my dedication and growing expertise to your esteemed company. I am excited about the opportunity to further discuss how my background, skills, and enthusiasm align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Alexander Smith