

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Cad Designer

Dear Hiring Manager,

I am excited to apply for the Entry Level CAD Designer position at Acme Corporation, as advertised on your careers page. With a strong background in computer-aided design and a passion for innovative engineering solutions, I am eager to contribute to your team and help bring your cutting-edge projects to life.

During my academic journey at State University, I successfully completed several projects that honed my CAD skills. For instance, I worked on a team project where we designed a sustainable housing prototype using AutoCAD and SketchUp. This project not only enhanced my technical abilities but also allowed me to collaborate effectively with peers and present our design to faculty, receiving commendations for creativity and functionality. Additionally, I completed a summer internship at XYZ Engineering, where I assisted in creating detailed designs and drawings for various mechanical components. My supervisors praised my attention to detail and my ability to learn quickly, which further fueled my desire to pursue a career in CAD design.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in design. I am eager to bring my background in CAD and my collaborative spirit to your team. I would be thrilled to discuss how my skills and experiences align with the needs of your projects and how I can contribute to the continued success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith