

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Cnc Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level CNC Operator position at Acme Corporation, as advertised on your careers page. With a strong foundation in machining and a passion for precision engineering, I am excited about the opportunity to contribute to your team and help maintain the high-quality standards that Acme Corporation is known for.

During my technical training at the Local Community College, I gained hands-on experience with CNC machining through various projects. One notable achievement was when I spearheaded a team project to design and fabricate a custom part for our capstone project. My ability to interpret technical blueprints allowed us to reduce machining time by 20%, which not only improved our efficiency but also demonstrated my attention to detail. Additionally, my internship at XYZ Manufacturing provided me with exposure to operating CNC lathes and mills, where I consistently met production targets while maintaining a zero-defect rate in my finished products.

I am eager to bring my skills in CNC operation and my commitment to quality craftsmanship to Acme Corporation. The company's dedication to innovation and excellence resonates with my professional goals. I look forward to the possibility of discussing how my background, skills, and enthusiasm for machining can align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell