

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Diesel Mechanic

Dear Hiring Manager,

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Diesel Mechanic position at Acme Corporation, as advertised on your company's careers page. With a strong foundation in diesel mechanics gained through my education and hands-on experience, I am eager to contribute to your team and further develop my skills in a respected organization like yours.

During my training at the Community Technical Institute, I completed an intensive diesel mechanics program where I gained hands-on experience working on various types of diesel engines. I successfully led a team project that involved overhauling a 12-cylinder diesel engine, which not only improved my technical skills but also enhanced my ability to collaborate effectively with peers. Additionally, during my internship at Reliable Truck Repair, I was tasked with diagnosing and repairing issues in a fleet of delivery trucks, where I was able to reduce downtime by 20% by implementing a more efficient maintenance schedule based on my findings.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovation and excellence in the diesel industry. I am eager to bring my strong work ethic, attention to detail, and passion for diesel mechanics to your team. I am confident that my background and skills align well with the needs of your company and that I can make a meaningful contribution.

I look forward to the opportunity to discuss my application further and how I can contribute to the success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Mitchell