

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Drafting Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Drafting Technician position at Acme Corporation, as advertised on your careers page. With a solid educational background in drafting and design, combined with hands-on experience in CAD software, I am excited about the opportunity to contribute to your team and support Acme's commitment to excellence in engineering and design.

During my internship at XYZ Engineering, I successfully collaborated with a team of engineers to develop detailed drawings and 3D models for a commercial building project. By utilizing AutoCAD and Revit, I was able to streamline the drafting process, which resulted in a 20% reduction in project turnaround time. Additionally, my coursework in architectural drafting provided me with a strong foundation in interpreting blueprints and specifications, which I applied in creating precise and accurate technical drawings.

Furthermore, I have completed several projects in my academic career where I took the initiative to incorporate feedback from peers and instructors to enhance my drafting skills. In one particular project, I led a small team to redesign a community park layout, which involved conducting site analysis and applying sustainable design principles. Our design not only won the top award in our class but was also praised for its innovative approach, showcasing my ability to blend creativity with technical expertise.

I am eager to bring my background in drafting and my passion for design to Acme Corporation. I am looking forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application; I hope to speak with you soon about this exciting opportunity.

Sincerely,

Jordan Taylor