

# Jordan Martinez

January 16, 2026

Acme Corporation

RE: Entry Level Elevator Mechanic

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Elevator Mechanic position at Acme Corporation, which I discovered on your company's careers page. With a strong foundation in mechanical systems and a passion for working in the elevator industry, I am eager to contribute to your team and uphold the high standards of safety and service that Acme is known for.

During my time at the technical institute, I completed a comprehensive program in elevator mechanics, where I gained hands-on experience in installing and maintaining various elevator systems. Notably, I was involved in a team project where we successfully upgraded an outdated hydraulic elevator system to a modern traction model, enhancing its efficiency by 30% and significantly reducing energy consumption. This project honed my troubleshooting skills and provided me with a solid grasp of the technical specifications required for elevator safety and performance.

Furthermore, my internship at a local elevator service company allowed me to work alongside experienced technicians, where I assisted in routine maintenance checks and repairs. I developed a keen eye for detail and learned to identify potential issues before they became significant problems. My commitment to safety and adherence to industry standards were recognized when I received commendation from my supervisor for my diligence in following safety protocols during a busy service week.

I am excited about the possibility of bringing my technical skills and proactive approach to Acme Corporation. I would welcome the opportunity to discuss how I can contribute to your team of elevator mechanics. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Martinez