

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Food Processing Worker

Dear Hiring Manager,

I am excited to apply for the Entry Level Food Processing Worker position at Acme Corporation, which I found listed on your careers page. With a strong interest in the food industry and a commitment to maintaining high standards of quality and safety, I am eager to contribute my skills and dedication to your team.

During my time volunteering at the local food bank, I gained hands-on experience in food handling and processing. I successfully assisted in organizing and packaging food items for distribution, ensuring adherence to health and safety regulations. This experience taught me the importance of efficiency and attention to detail, as I worked to streamline processes that increased output by 20% during peak times. Additionally, I completed a certification in Food Safety, which equipped me with the knowledge to identify potential hazards and implement best practices in food handling.

I am particularly drawn to Acme Corporation because of your commitment to sustainability and innovation in food processing. I am impressed by your recent initiatives to reduce waste and improve production efficiency, and I would love the opportunity to be part of a team that aligns with my values. I am confident that my proactive approach and willingness to learn will make me a valuable asset to your production line.

I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team at Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Smith