

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Heavy Equipment Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Heavy Equipment Operator position at Acme Corporation, as advertised on your company website. With my strong passion for operating machinery and my recent completion of a Heavy Equipment Operator training program, I am excited about the opportunity to contribute to your team's success.

During my training, I gained hands-on experience operating various types of heavy equipment, including bulldozers and excavators. Notably, I successfully completed a project where I operated a backhoe to assist in the construction of a drainage system, ensuring that the project was completed on time and within budget. My instructors commended me for my ability to quickly grasp operational techniques and safety protocols, which I believe will be invaluable in maintaining the high standards of safety and efficiency at Acme Corporation. Additionally, I participated in a community service event where I operated a skid steer to help clear a local park, reinforcing my commitment to using my skills in a way that benefits the community and enhances my practical experience.

I am eager to bring my skills and dedication to Acme Corporation and am particularly impressed by your commitment to innovation and safety in heavy equipment operations. I am confident that my training and proactive approach will enable me to make a positive impact on your team. I would love the opportunity to discuss my application further and explore how I can contribute to the exceptional work at Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith