

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Industrial Engineer

Dear Hiring Manager,

I am excited to apply for the Entry Level Industrial Engineer position at Acme Corporation, which I discovered on your careers page. With a solid foundation in engineering principles and a passion for process improvement, I am eager to contribute my skills to your innovative team.

During my internship at XYZ Manufacturing, I had the opportunity to work on a project aimed at reducing production waste. By conducting detailed time and motion studies, I identified bottlenecks in the assembly line, which led to the implementation of a new workflow that decreased waste by 15%. Additionally, as a senior project in my engineering program, I led a team to redesign the layout of our campus's manufacturing lab. This redesign enhanced efficiency, resulting in a 20% increase in throughput during lab exercises and significantly improved the learning experience for students.

I am particularly drawn to Acme Corporation because of its commitment to sustainability and innovation in industrial practices. I am eager to bring my academic knowledge and hands-on experience to your team, where I can contribute to projects that align with my values and professional goals. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can be aligned with the objectives of your team at Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor