

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Industrial Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level Industrial Technician position at Acme Corporation, as advertised on your careers page. With a strong foundation in industrial technology and hands-on experience gained through my academic projects and internships, I am eager to contribute my skills and enthusiasm to your team. Acme's commitment to innovation and excellence in manufacturing resonates deeply with my career goals, and I am enthusiastic about the opportunity to start my professional journey with such a reputable company.

During my internship at XYZ Manufacturing, I successfully collaborated with a team to optimize production processes, which resulted in a 15% increase in efficiency over a three-month period. I took the initiative to analyze workflow patterns and implemented a new scheduling system that reduced downtime and improved output. Additionally, while completing my technical degree, I undertook a capstone project focused on the integration of automation in assembly lines, where I designed and tested a prototype that demonstrated a significant reduction in manual handling errors, thus improving overall safety and productivity.

I am particularly drawn to this position at Acme Corporation because I believe my proactive problem-solving skills and attention to detail align well with your company's objectives. I am eager to bring my technical knowledge and practical experiences to your team while further developing my abilities under the guidance of your experienced professionals. I am confident that my strong work ethic and commitment to quality will enable me to make a positive contribution from day one.

I would welcome the opportunity to discuss my application in more detail and explore how I can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith