

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Entry Level Machine Operator

Dear Hiring Manager,

I am writing to express my excitement about the Entry Level Machine Operator position at Acme Corporation, which I discovered on your careers page. With a keen interest in manufacturing and machinery operations, I am eager to contribute my skills and passion for precision to your esteemed team. Acme Corporation's commitment to innovation and quality resonates with my own values, making this opportunity particularly appealing to me.

During my internship at XYZ Manufacturing, I gained hands-on experience operating various types of machinery, including CNC machines and injection molding equipment. I successfully assisted in a project that increased production efficiency by 15% by implementing a new, streamlined workflow process. Additionally, I was responsible for conducting routine maintenance checks on equipment, ensuring a safe and efficient working environment. This experience has equipped me with a solid understanding of machine operation and the importance of adhering to safety protocols.

Furthermore, I possess strong problem-solving skills, which I demonstrated when I identified a recurring issue with a machine that was causing delays in production. By analyzing the situation and collaborating with my supervisor, we were able to correct the issue, resulting in a 10% reduction in downtime. I am confident that my proactive approach and dedication to continuous improvement would make me a valuable asset to the Acme Corporation team.

I am enthusiastic about the opportunity to further discuss how my background aligns with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan Alexander Smith