

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Maintenance Technician

Dear Hiring Manager,

I am excited to apply for the Entry Level Maintenance Technician position at Acme Corporation, as advertised on your careers page. With a strong background in mechanical systems gained through my hands-on training and educational experiences, I am eager to contribute to your team and help maintain the high standards of productivity and safety at Acme.

During my time at Vocational Technical School, I completed a comprehensive course in industrial maintenance where I excelled in both my coursework and practical applications. I successfully led a team project that involved overhauling a malfunctioning conveyor system, resulting in a 30% increase in operational efficiency. This experience honed my skills in troubleshooting, repair, and preventative maintenance, making me well-prepared for the responsibilities outlined in the job description.

In addition to my technical skills, I have also interned at a local manufacturing facility, where I was tasked with performing regular equipment inspections and maintenance. I developed a maintenance log system that improved communication across departments and helped reduce equipment downtime by 15%. My ability to work collaboratively and tackle challenges head-on has prepared me to adapt quickly to the dynamic environment at Acme Corporation.

I am eager to bring my dedication and attention to detail to the Entry Level Maintenance Technician role, and I am excited about the opportunity to learn from the skilled professionals at Acme. I look forward to the possibility of discussing my application further and appreciate your consideration. Thank you for your time.

Sincerely,

Jordan A. Mitchell