

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Entry Level Manufacturing Engineer

Dear Hiring Manager,

I am excited to apply for the Entry Level Manufacturing Engineer position at Acme Corporation, which I discovered on your careers page. With a strong background in mechanical engineering and hands-on experience gained through internships, I am eager to contribute to your team and support Acme's commitment to innovation and excellence in manufacturing processes.

During my internship at XYZ Manufacturing, I collaborated with a team to streamline production processes, resulting in a 15% reduction in cycle time for assembly operations. I utilized Lean Six Sigma principles to identify bottlenecks and implement solutions that enhanced productivity while maintaining high safety and quality standards. Additionally, my senior design project focused on developing a cost-effective prototype for an automated assembly line, which won first place in the university's engineering competition. This project not only honed my technical skills but also reinforced my ability to work under pressure and manage multiple tasks effectively.

I am particularly drawn to Acme Corporation because of its reputation for fostering innovation and continuous improvement in manufacturing. I believe that my proactive approach, coupled with my technical knowledge and enthusiasm for problem-solving, aligns well with the values and goals of your organization. I am eager to bring my skills in CAD software, data analysis, and process optimization to contribute to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Alexander Smith