

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Mechanic

Dear Hiring Manager,

I am excited to apply for the Entry Level Mechanic position at Acme Corporation, as advertised on your company website. With a strong passion for automotive repair and a commitment to delivering high-quality work, I believe I would be a valuable addition to your team. I am particularly impressed by Acme Corporation's dedication to innovation and customer satisfaction, and I am eager to contribute my skills to such a respected organization.

During my time at Technical College, I completed a comprehensive automotive program where I gained hands-on experience in vehicle diagnostics and repair. As part of my training, I successfully led a project where I diagnosed and repaired a performance issue in a 2005 Ford Mustang, which resulted in a 15% improvement in fuel efficiency after tuning the engine. Additionally, I worked as an intern at XYZ Auto Repair, where I assisted senior mechanics in routine maintenance and learned crucial skills in brake and suspension repair. My ability to quickly adapt and learn from experienced professionals allowed me to contribute effectively to the team, ensuring timely completion of repairs and customer satisfaction.

I am eager to bring my technical skills and enthusiasm for the automotive industry to Acme Corporation. I would love the opportunity to discuss how my background and passion for mechanics can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Thompson