

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Millwright

Dear Hiring Manager,

I am excited to apply for the Entry Level Millwright position at Acme Corporation, which I discovered on your careers page. With a strong passion for mechanics and a solid educational background in industrial maintenance, I am eager to contribute to your team while further developing my skills in a hands-on environment.

During my time at Technical College, I completed an intensive program in Mechanical Engineering Technology, where I gained practical experience in machinery maintenance and repair. I successfully led a team project to overhaul a malfunctioning conveyor system, reducing downtime by 30% and increasing operational efficiency. Additionally, I undertook an internship with XYZ Manufacturing, where I assisted in the installation and alignment of various mechanical components, which helped my team achieve a 15% improvement in equipment reliability.

I am particularly drawn to Acme Corporation because of your commitment to innovation and quality in manufacturing. I am confident that my proactive approach and strong work ethic make me a suitable candidate for this role. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success of your team. Thank you for considering my application.

Sincerely,

Jordan Smith