

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level Mining Engineer

Dear Hiring Manager,

I am excited to apply for the Entry Level Mining Engineer position at Acme Corporation, as advertised on your careers page. With a solid academic foundation in mining engineering and hands-on experience gained through internships, I am eager to contribute to your team and assist in the innovative projects Acme is known for.

During my time at the University of Mining and Technology, I successfully led a team project that focused on optimizing the extraction process of minerals, which resulted in a 15% increase in efficiency. This project not only honed my technical skills in mining software such as AutoCAD and Surpac, but also taught me the importance of collaboration and effective communication within a team. Additionally, my internship with XYZ Mining Solutions allowed me to gain practical experience in conducting site evaluations and analyzing geological data, where I contributed to a project that improved safety protocols, significantly reducing risk on-site.

I am particularly drawn to Acme Corporation's commitment to sustainable mining practices and innovation in engineering solutions. I am eager to bring my passion for the mining industry and my strong problem-solving skills to your team. I believe that my proactive approach and dedication to excellence align with Acme's values, and I am excited about the opportunity to learn and grow within your esteemed company.

I would appreciate the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Smith