

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Production Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level Production Manager position at Acme Corporation, as advertised on your careers page. With a strong academic background in Industrial Engineering and hands-on experience in production environments, I am eager to contribute to your team and help streamline operations to achieve greater efficiency.

During my internship at XYZ Manufacturing, I successfully led a project aimed at reducing waste in the assembly line process. By implementing Lean principles, I collaborated with cross-functional teams to identify bottlenecks and introduced a new scheduling system that improved workflow by 20%. Additionally, I played a key role in a team that reduced production costs by 15% while maintaining quality standards, demonstrating my ability to balance efficiency with quality control.

Furthermore, I possess strong analytical skills, which were crucial during my academic projects where I utilized data analysis software to determine optimal production schedules. This experience not only solidified my understanding of production management principles but also ignited my passion for optimizing manufacturing processes. I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in production practices, and I am excited about the opportunity to contribute to such forward-thinking initiatives.

I would welcome the chance to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Taylor