

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Quality Assurance Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Quality Assurance Manager position at Acme Corporation, as advertised on your careers page. With a strong foundation in quality assurance principles and a passion for enhancing product reliability, I am excited about the opportunity to contribute to your team and help maintain Acme's high standards of quality.

During my internship at Tech Solutions Inc., I led a project aimed at improving the testing process for a new software application. By implementing automated testing procedures, I reduced the testing cycle time by 30%, which allowed the development team to push updates more efficiently. Additionally, I collaborated closely with developers to create a comprehensive quality checklist, ensuring that all functionalities were thoroughly vetted before release. This initiative not only increased the product's reliability but also fostered a culture of quality awareness among team members.

Furthermore, I have experience in data analysis through my academic projects, where I utilized statistical methods to evaluate product performance metrics. In one of my projects, I conducted a detailed analysis of user feedback and defect reports, which led to actionable insights that improved user satisfaction scores by 20%. I am confident that my analytical skills and proactive approach to problem-solving would be beneficial in the role of Quality Assurance Manager.

I am eager to bring my background in quality assurance and my commitment to excellence to Acme Corporation. I look forward to the possibility of discussing how my skills and experiences align with your needs. Thank you for considering my application.

Sincerely,

Jordan Taylor