

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Quality Engineer

Dear Hiring Manager,

I am excited to apply for the Entry Level Quality Engineer position at Acme Corporation, as advertised on your careers page. With a strong foundation in engineering principles and a keen interest in quality assurance, I believe I can contribute to your team and support your commitment to excellence in product quality.

During my academic career at State University, I gained hands-on experience through my internship at Tech Solutions, where I assisted in implementing quality control processes for new product lines. I played a pivotal role in developing a testing protocol that reduced defects by 15%, which not only enhanced our product reliability but also improved customer satisfaction. Furthermore, I collaborated with cross-functional teams to identify areas for improvement, resulting in a streamlined production process that cut down testing time by 20%. These experiences have equipped me with a solid understanding of quality management systems and a passion for continuous improvement.

In addition to my internship, I completed a senior project focused on statistical process control, where I analyzed production data to identify trends and variations. This project not only sharpened my analytical skills but also deepened my understanding of quality metrics and their significance in manufacturing. I am eager to bring this knowledge to Acme Corporation and contribute to your quality assurance initiatives.

I am very enthusiastic about the opportunity to join Acme Corporation as an Entry Level Quality Engineer. I am confident that my proactive approach and determination to uphold quality standards align with your company's values. I would welcome the chance to discuss my application further and explore how I can contribute to your team. Thank you for considering my application.

Sincerely,

Jordan Taylor