

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Safety Engineer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Safety Engineer position at Acme Corporation, which I discovered on your careers page. With a strong academic background in engineering and hands-on experience in safety protocols, I am eager to contribute to your team and help uphold Acme's commitment to workplace safety and excellence.

During my final year at State University, I led a team project focused on developing a comprehensive safety plan for a simulated manufacturing facility. This initiative not only improved my understanding of safety regulations and compliance requirements but also allowed me to implement risk assessment strategies that reduced potential hazards by 30%. Additionally, I completed an internship at XYZ Industries, where I assisted in conducting safety audits and training sessions for employees. Through this experience, I developed a keen eye for identifying unsafe practices and was proud to help lower incident reports by 15% during my tenure.

I am particularly drawn to Acme Corporation due to its innovative approach to safety and its dedication to continuous improvement. I am excited about the opportunity to work alongside experienced professionals and to contribute my skills in risk management and safety engineering. I would appreciate the chance to discuss how my background, skills, and enthusiasms can align with the goals of your organization. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor