

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Six Sigma Black Belt

Dear Hiring Manager,

I am excited to apply for the Entry Level Six Sigma Black Belt position at Acme Corporation, as advertised on your careers page. With a strong foundation in process improvement methodologies and a passion for data-driven decision-making, I am eager to contribute to your team and help drive operational excellence at Acme.

During my recent internship with XYZ Manufacturing, I successfully led a project to reduce production downtime, where I utilized Six Sigma tools to analyze process inefficiencies. By implementing a new scheduling system and conducting root cause analysis, I helped decrease downtime by 25%, resulting in a cost savings of over \$50,000 for the quarter. Additionally, in my academic capstone project at State University, I collaborated with a local healthcare provider to streamline patient intake processes. By applying DMAIC principles, we achieved a 30% reduction in wait times, significantly enhancing patient satisfaction and operational efficiency.

I am particularly drawn to Acme Corporation's commitment to continuous improvement and innovation, and I believe my analytical skills and Six Sigma training will make a valuable contribution to your ongoing projects. I would appreciate the opportunity to discuss how my background, paired with my enthusiasm for process improvement, aligns with the goals of your team. Thank you for considering my application; I look forward to the possibility of discussing my application in further detail.

Sincerely,

Jordan Thompson