

Jordan A. Matthews

January 16, 2026

Acme Corporation

RE: Entry Level Tool And Die Maker

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Tool And Die Maker position at Acme Corporation, as advertised on your company website. With a keen interest in precision engineering and a strong foundation in machining principles, I am eager to contribute to your team and help drive high-quality production outcomes. I am drawn to Acme Corporation's commitment to innovation and excellence in manufacturing, and I believe my skills would be a great fit for your needs.

During my academic career at the local technical college, I completed a comprehensive tool and die making program where I developed a solid understanding of both manual and CNC machining techniques. I excelled in a project where I designed and fabricated a custom die that improved production efficiency for a simulated assembly line. This experience not only honed my technical abilities but also deepened my appreciation for the importance of precision and attention to detail in tool making. Additionally, while interning at a local machine shop, I assisted in troubleshooting and repairing dies, which resulted in a 20% reduction in downtime for the production team.

I am excited about the opportunity to bring my skills in teamwork, problem-solving, and technical knowledge to Acme Corporation. I am particularly impressed with your recent advancements in sustainable manufacturing practices and would love to contribute to projects that align with those goals. I look forward to the possibility of discussing how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application for this exciting role.

Sincerely,

Jordan A. Matthews