

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Welder

Dear Hiring Manager,

I am excited to apply for the Entry Level Welder position at Acme Corporation, as advertised on your company's careers page. With a robust passion for welding and a commitment to quality craftsmanship, I am eager to contribute to your team and help build high-quality products that Acme is known for. As someone who admires Acme's dedication to innovation and excellence, I believe my skills and enthusiasm align perfectly with the goals of your organization.

During my comprehensive training program at the local community college, I not only learned the fundamentals of welding but also excelled in hands-on projects that required precision and attention to detail. For instance, I led a team project where we designed and constructed a custom metal framework for an art installation. This experience allowed me to demonstrate my ability to read and interpret blueprints accurately, while also enhancing my teamwork and problem-solving skills under tight deadlines. Additionally, I completed certification in MIG and TIG welding, where I achieved a 95% pass rate, showcasing my strong technical abilities and commitment to continuous learning.

I am particularly drawn to the collaborative environment at Acme Corporation and the opportunity to learn from experienced welders. I am eager to bring my strong work ethic and willingness to learn to your team. I look forward to the possibility of discussing how I can contribute to the success of Acme Corporation. Thank you for considering my application. I hope to speak with you soon regarding this exciting opportunity.

Sincerely,

Jordan Taylor