

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Drafting Technician

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Drafting Technician position at Acme Corporation, which I discovered on your careers page. With a strong background in drafting and design, I am eager to bring my skills to your esteemed team and contribute to the innovative projects at Acme.

Over the past three years as a freelance drafting technician, I have successfully collaborated with various clients on diverse architectural and engineering projects. One notable achievement was the redesign of a commercial building layout for a local business, where I utilized AutoCAD to enhance workflow efficiency. This project not only improved the client's operational space but also resulted in a 15% increase in their productivity. Additionally, I played a key role in a team project that involved developing a comprehensive set of construction documents for a residential complex, which was completed ahead of schedule and under budget, demonstrating my ability to work effectively under tight deadlines while maintaining high-quality standards.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to sustainable design practices and innovative engineering solutions. I am eager to contribute my expertise in drafting and 3D modeling, as well as my passion for precision and attention to detail. I would welcome the chance to further discuss how my experiences and skills align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Taylor