

# Jordan A. Simmons

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Machinist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Machinist position at Acme Corporation, as advertised on your careers page. With over five years of experience in precision machining and a strong commitment to quality, I am eager to bring my expertise to your esteemed team and contribute to your innovative projects.

During my time as a freelance machinist, I successfully completed various projects that required not only technical skills but also effective communication and project management. For instance, I collaborated with a local aerospace firm to design and manufacture custom parts for their prototype engines. By utilizing advanced CNC programming techniques, I increased production efficiency by 30%, which resulted in significant cost savings for my client. Additionally, I played a crucial role in troubleshooting and refining machining processes, leading to an overall 15% reduction in material waste across multiple projects.

My passion for machining is complemented by my dedication to continuous improvement and learning. I recently completed a certification in advanced CNC programming which has allowed me to stay updated with the latest technologies in the field. I am particularly impressed with Acme Corporation's commitment to innovation and quality, and I am enthusiastic about the opportunity to work in a full-time capacity where I can further hone my skills and contribute to the company's success.

I would love the chance to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Simmons