

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Heavy Equipment Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Heavy Equipment Operator position at Acme Corporation, as advertised on your careers page. With over five years of experience operating various types of heavy machinery, I am excited about the opportunity to contribute to your team and support Acme's commitment to excellence in construction and infrastructure projects.

In my previous role at XYZ Construction, I successfully operated bulldozers, excavators, and backhoes on multiple large-scale projects, including a \$5 million highway expansion. I was recognized for my ability to maintain high safety standards while increasing productivity by 15% through effective machine operation and teamwork. Additionally, I played a key role in completing a water treatment facility ahead of schedule by coordinating with project managers and ensuring that equipment was always in optimal condition.

I am particularly drawn to Acme Corporation's innovative approach to sustainable construction practices and your dedication to employee development. I am eager to bring my skills in equipment operation and maintenance to your projects while contributing to a safe and efficient work environment. I am confident that my attention to detail and strong communication skills will make me a valuable asset to your team.

I look forward to the opportunity to discuss how my experience and skills align with the needs of Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your esteemed company.

Sincerely,

Jordan A. Smith