

Jordan Smith

January 16, 2026

Acme Corporation

RE: Industrial Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Industrial Technician position at Acme Corporation, as advertised on your careers page. With a solid background in industrial maintenance and a passion for optimizing operational efficiency, I am excited about the opportunity to contribute to your team and help drive Acme's success forward.

In my previous role at XYZ Manufacturing, I successfully led a project that reduced machine downtime by 30% through implementing a proactive maintenance schedule and conducting thorough troubleshooting protocols. This initiative not only improved production flow but also resulted in significant cost savings for the company. Additionally, I have hands-on experience with programmable logic controllers (PLCs) and have played a pivotal role in upgrading our assembly line systems, leading to a 15% boost in overall productivity.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in manufacturing. I am eager to bring my technical skills and problem-solving abilities to your team, ensuring that all machinery operates at peak performance while adhering to safety standards. I believe my proactive approach and attention to detail will make me a valuable asset to your operations team.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Smith