

# Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Maintenance Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Maintenance Technician position at Acme Corporation, which I discovered on Indeed. With a solid background in facility maintenance and a passion for ensuring operational excellence, I am excited about the opportunity to contribute to your team and help maintain the high standards that Acme Corporation is known for.

In my previous role at XYZ Manufacturing, I successfully led a project that involved overhauling the preventive maintenance program, which resulted in a 30% reduction in equipment downtime over six months. By implementing a more structured scheduling system and utilizing predictive maintenance techniques, I was able to enhance overall equipment reliability and prolong the lifespan of critical machinery. Additionally, I have extensive experience troubleshooting complex mechanical and electrical systems, which enables me to quickly diagnose issues and implement effective solutions. For instance, I resolved a recurring HVAC failure that was affecting production efficiency by redesigning the control system, ultimately improving the comfort levels and productivity of the entire facility.

I am particularly drawn to Acme Corporation's commitment to innovation and quality, and I am eager to bring my skills in maintenance and repair to your esteemed organization. I am confident that my proactive approach and dedication to excellence would make me a valuable addition to your team. I would appreciate the opportunity to discuss my qualifications further and explore how I can contribute to the ongoing success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Alexander Smith