

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Manufacturing Engineer

Dear Hiring Manager,

I am excited to apply for the Manufacturing Engineer position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in manufacturing processes and a passion for optimizing operations, I am eager to contribute to your team and support Acme's commitment to innovation and quality.

In my previous role at Tech Innovations, I successfully led a project to redesign the assembly line for our flagship product, which resulted in a 30% reduction in production time and a 15% decrease in material waste. By implementing lean manufacturing principles and collaborating closely with the production team, I was able to streamline workflows and enhance overall efficiency. Additionally, I developed a comprehensive training program for new hires, which improved onboarding time by 25% and increased team productivity. My focus on continuous improvement and teamwork has consistently led to increased operational performance in my projects.

I am particularly drawn to this opportunity at Acme Corporation due to your commitment to sustainability and advanced manufacturing technologies. I believe my experience with process optimization and my proactive approach to problem-solving can help drive your initiatives forward. I am eager to bring my knowledge of Six Sigma methodologies and my passion for innovation to your esteemed organization.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your team and supporting your mission.

Sincerely,

Jordan A. Mitchell