

# Jordan Mitchell

January 16, 2026

Acme Corporation  
RE: Network Engineer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Network Engineer position at Acme Corporation, as advertised on your careers page. With a solid background in network architecture and a passion for optimizing performance, I am excited about the opportunity to contribute to your team and help enhance Acme's network infrastructure.

In my previous role at Technology Solutions Inc., I successfully led a project to redesign the network topology, which resulted in a 30% increase in data transmission speeds and significantly reduced downtime. By implementing a new routing protocol and conducting thorough testing, I ensured that the transition was seamless and met the operational needs of the business. Additionally, I developed a comprehensive network monitoring system that proactively identified bottlenecks, allowing the team to address potential issues before they affected users, ultimately improving client satisfaction ratings by 20%.

Furthermore, my certification in Cisco CCNP has equipped me with the advanced skills necessary to manage complex network environments. I utilized these skills to integrate a secure VPN for remote workers, facilitating safe access to company resources. This initiative not only enhanced productivity but also reinforced our commitment to data security, aligning with industry best practices. I believe that these experiences have prepared me to effectively tackle the challenges faced by Acme Corporation in maintaining a robust and scalable network.

I am eager to discuss how my background, skills, and enthusiasms can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can support your team.

Sincerely,

Jordan Mitchell