

Jordan Lee Smith

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Acme Corporation

RE: No Experience Drafting Technician

Dear Hiring Manager,

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I am writing to express my enthusiasm for the No Experience Drafting Technician position at Acme Corporation, which I discovered through your careers page. The opportunity to contribute to a company renowned for its innovative projects and commitment to excellence aligns perfectly with my career aspirations in the drafting and design field.

Though I am at the beginning of my career in drafting, my education has provided me with a solid foundation in technical drawing principles and computer-aided design (CAD) software. During my coursework at City Technical Institute, I completed a project where I designed a detailed architectural plan for a sustainable community center, which not only honed my drafting skills but also taught me the importance of adhering to building codes and regulations. Additionally, I volunteered with a local non-profit organization to create blueprints for their renovation projects, which required teamwork and effective communication to ensure that all party needs were met in the final designs.

I am eager to bring my passion for drafting and dedication to learning to the Acme Corporation team. I am particularly impressed by your recent projects in environmental engineering and would love the opportunity to support such impactful work. I would appreciate the chance to discuss how my background and enthusiasm can contribute to your team. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Lee Smith