

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Drilling Engineer

Dear Hiring Manager,

I am excited to apply for the No Experience Drilling Engineer position at Acme Corporation, as advertised on your careers page. With a solid academic foundation in petroleum engineering and hands-on project experience during my internship, I am eager to contribute to your team and further develop my skills in the drilling field.

During my time at university, I led a team project that designed a simulated drilling plan for a shale gas reservoir. This experience not only enhanced my technical knowledge but also honed my project management skills, as I coordinated with team members to ensure our project was completed ahead of schedule. Additionally, I completed an internship with XYZ Oil & Gas, where I assisted the drilling team in data analysis, which involved evaluating drilling parameters and optimizing performance. This role provided me with invaluable exposure to the industry and a deeper understanding of the challenges and solutions in drilling operations.

I am particularly impressed by Acme Corporation's commitment to innovation and safety in drilling practices, and I am eager to bring my strong analytical abilities and team-oriented mindset to your organization. I would appreciate the opportunity to discuss how my background and skills align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation's success.

Sincerely,

Jordan Smith