

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: No Experience Environmental Engineer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the No Experience Environmental Engineer position at Acme Corporation, as advertised on your careers page. With a Bachelor's degree in Environmental Engineering from the University of Greenfield, I am eager to apply my academic knowledge and passion for sustainability to contribute to your team's innovative projects.

During my studies, I participated in a sustainable design project where my team developed a comprehensive waste management plan for our campus. By conducting a thorough analysis of waste generation patterns, we identified key areas for improvement and proposed solutions that could reduce waste by 30% over five years. This project not only honed my analytical skills but also showcased my ability to work collaboratively in a team setting while communicating complex ideas effectively.

Additionally, I completed an internship with Eco Solutions, where I assisted in water quality testing and environmental impact assessments. This hands-on experience allowed me to enhance my technical skills in data collection and analysis, as well as my proficiency in using software tools such as AutoCAD and GIS. I am particularly proud of contributing to a report that informed local policymakers about pollution levels in our region, helping to drive community awareness and action towards environmental conservation.

I am excited about the opportunity to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am eager to share how I can support your projects aimed at promoting environmental sustainability.

Sincerely,

Jordan Lee Thompson