

Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Industrial Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Industrial Technician position at Acme Corporation, as advertised on your company website. With a strong interest in industrial technology and a commitment to developing my skills, I am excited about the opportunity to contribute to your team and learn from the best in the industry.

While I may not have direct experience in an industrial technician role, I have a solid foundation in mechanical principles and problem-solving skills developed during my coursework in engineering technology at State University. One of my notable achievements was leading a team project where we designed and built a prototype for an automated sorting system. This experience taught me the importance of teamwork and communication, as we collaborated closely to troubleshoot issues and meet project deadlines. Additionally, I completed an internship at a local manufacturing facility, where I assisted in routine maintenance and gained hands-on experience with tools and machinery, further solidifying my technical skills.

I am particularly drawn to Acme Corporation because of its commitment to innovation and quality in manufacturing processes. I am eager to bring my proactive attitude and willingness to learn to your team, ensuring that I contribute effectively while also growing professionally. I would appreciate the opportunity to discuss how my background and enthusiasm align with the goals of Acme Corporation.

Thank you for considering my application. I am looking forward to the possibility of discussing my candidacy further and am excited about the prospect of contributing to the esteemed team at Acme Corporation.

Sincerely,

Jordan Smith