

# Jordan Alex Smith

January 16, 2026

Acme Corporation

RE: No Experience Machinist

Dear Hiring Manager,

I am excited to apply for the No Experience Machinist position at Acme Corporation, which I discovered on your careers page. With a strong eagerness to learn and a passion for precision engineering, I am enthusiastic about the opportunity to contribute to your team and develop my skills in a dynamic environment.

While I may not have direct machining experience, I have gained valuable hands-on skills through my recent coursework in mechanical engineering. During a school project, I collaborated with classmates to design and fabricate a small mechanical device, where I was responsible for using CAD software to create detailed schematics. This experience not only honed my technical skills but also taught me the importance of attention to detail and teamwork, critical components in a machining environment. Additionally, I completed an internship at a local fabrication shop where I was introduced to various tools and equipment; I assisted in maintaining the workspace and learned to operate basic machinery under supervision, further solidifying my interest in pursuing a machinist career.

I am eager to bring my strong work ethic and dedication to Acme Corporation, and I am particularly drawn to your commitment to innovation and excellence in manufacturing. I believe that my proactive approach to learning, combined with my foundational knowledge in mechanical principles, will make me a valuable asset to your team. I welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan Alex Smith