

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Millwright

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Millwright position at Acme Corporation, as advertised on your company's careers page. I have always been drawn to mechanical systems and their functionality, and I am excited about the opportunity to contribute to your team and learn from such a respected leader in the industry.

Although I am new to the millwright field, my background in mechanical maintenance and hands-on experience with machinery have equipped me with a solid foundation. During my time as a maintenance intern at XYZ Manufacturing, I was responsible for assisting in the troubleshooting and repair of various equipment which enhanced my problem-solving skills and attention to detail. I also took the initiative to help streamline our inventory management system, which reduced downtime due to part shortages by 15%. These experiences have strengthened my capability to learn quickly and adapt in a fast-paced environment.

I am particularly drawn to this position at Acme Corporation because of your commitment to employee development and innovation. I am eager to bring my strong work ethic and passion for machinery to your team. I am confident that my proactive approach and ability to work collaboratively will allow me to contribute positively while gaining valuable skills as a millwright. I would love the opportunity to discuss my application in further detail and explore how I can support Acme Corporation's mission. Thank you for considering my application.

Sincerely,

Jordan Taylor