

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: No Experience Petroleum Engineer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the No Experience Petroleum Engineer position at Acme Corporation, as advertised on your careers page. With a solid educational foundation in petroleum engineering from the University of Texas and a passion for the oil and gas industry, I am eager to contribute my skills and dedication to your esteemed team.

During my academic career, I successfully completed a capstone project that involved the simulation of reservoir behavior using industry-standard software, which provided me with practical insights into reservoir management. Additionally, I interned with a local energy consultancy where I assisted in preparing reports on seismic data interpretation, helping the team identify potential drilling sites. This hands-on experience, although limited, has equipped me with a fundamental understanding of the challenges and responsibilities faced by petroleum engineers in real-world scenarios.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability within the petroleum sector. I am excited about the opportunity to bring my analytical skills and eagerness to learn to your team. I am confident that my proactive approach and strong work ethic will allow me to quickly adapt and contribute effectively, even as a newcomer to the field. I would welcome the chance to discuss how I can assist Acme Corporation in achieving its goals. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell