

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Six Sigma Black Belt

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Six Sigma Black Belt position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a strong foundation in process improvement and a passion for operational excellence, I am eager to contribute my skills to your esteemed organization and work alongside a team that shares my commitment to quality and efficiency.

During my academic career, I led a team project aimed at reducing waste in a university-sponsored event, implementing a streamlined check-in process that resulted in a 30% reduction in wait times. This not only enhanced the participant experience but also allowed us to allocate resources more effectively. Additionally, I completed an internship at a manufacturing company where I assisted in a quality control initiative that analyzed defect rates. By utilizing basic statistical methods, I contributed to the identification of key process bottlenecks, which led to a subsequent 15% improvement in product quality.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to continuous improvement and innovation. I am excited about the possibility of applying my analytical skills and problem-solving abilities within your organization, especially in a role that emphasizes the use of Six Sigma methodologies. I believe that my proactive approach and eagerness to learn will enable me to quickly adapt and contribute to your team's success.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms 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 would be thrilled to further discuss how I can support your initiatives.

Sincerely,

Jordan Taylor