

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Telecommunications Technician

Dear Hiring Manager,

I am excited to apply for the No Experience Telecommunications Technician position at Acme Corporation, which I discovered on your careers page. With a strong interest in telecommunications and a commitment to learning, I am eager to contribute to your team and grow within the industry.

Although I am entering the field without direct experience, I have honed my technical skills through my education and various personal projects. For instance, while studying at City Tech College, I completed a comprehensive course in electronics, where I gained hands-on experience in troubleshooting and repairing basic circuits. Additionally, I volunteered at a local community center, assisting with the installation and maintenance of their internet services, which further developed my understanding of networking principles and customer service.

I am particularly drawn to Acme Corporation due to your reputation for innovation and excellence in telecommunications. I am confident that my strong problem-solving abilities, eagerness to learn, and dedication to delivering quality service will make me a valuable addition to your team. I welcome the opportunity to discuss how my background and skills can be aligned with the needs of your company. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith