

Jordan Smith

January 16, 2026

Acme Corporation
RE: Process Engineer

Dear Hiring Manager,

I am excited to apply for the Process Engineer position at Acme Corporation, which I discovered on your careers page. With a solid background in process design and optimization, I am eager to contribute to your team's commitment to excellence and innovation in engineering. Acme's reputation for pioneering sustainable solutions aligns perfectly with my professional values and aspirations.

In my previous role at XYZ Industries, I successfully led a project to redesign the chemical processing line, resulting in a 30% increase in efficiency and a 15% reduction in waste production. By implementing Lean Six Sigma methodologies, my team and I were able to identify bottlenecks and streamline operations, which not only improved operational throughput but also enhanced product quality. Additionally, I spearheaded the introduction of a new quality control protocol that decreased product defects by 20%, significantly improving customer satisfaction and reducing costs associated with rework.

I am particularly drawn to this opportunity at Acme Corporation because of its commitment to continuous improvement and innovation. I am confident that my experience in process engineering, coupled with my proactive approach to problem-solving, will enable me to make a meaningful contribution to your team. I am very much looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith