

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Heavy Equipment Operator

Dear Hiring Manager,

I am excited to apply for the Promotion Heavy Equipment Operator position at Acme Corporation, as advertised on your careers page. With over six years of hands-on experience in operating heavy machinery and a strong commitment to safety and efficiency, I am eager to contribute to your team and help drive your projects forward.

In my previous role at Titan Construction, I consistently demonstrated my ability to manage complex excavation projects. I successfully operated various heavy equipment, including bulldozers and excavators, to complete a major urban development project three weeks ahead of schedule. My attention to detail and proactive communication with project managers ensured that we maintained strict safety protocols while exceeding production goals. Additionally, I implemented a new equipment maintenance schedule that reduced downtime by 15%, significantly improving our overall project timelines.

I am particularly drawn to the opportunity at Acme Corporation due to your commitment to innovation and excellence in heavy equipment operations. I am eager to bring my expertise in operating machinery and optimizing workflows to your esteemed company. I am confident that my proactive approach and proven record of achievements will make a valuable addition to your team.

I look 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 for the Promotion Heavy Equipment Operator position. I hope to speak with you soon.

Sincerely,

Jordan A. Mitchell