

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Industrial Engineer

Dear Hiring Manager,

I am excited to apply for the Promotion Industrial Engineer position at Acme Corporation, as advertised on your careers page. With a solid background in industrial engineering and a keen interest in process optimization, I am eager to contribute to your team and help drive Acme's operational excellence to new heights.

In my previous role at Global Manufacturing Solutions, I successfully led a cross-functional team to implement a lean manufacturing initiative that resulted in a 25% reduction in waste and a 15% increase in production efficiency within six months. By analyzing workflow processes and applying Six Sigma methodologies, we not only improved output but also enhanced team morale and collaboration. Additionally, I spearheaded a project that redesigned the assembly line layout, which shortened the average production cycle time by 20%, leading to a significant uplift in our on-time delivery metrics.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability in manufacturing processes. I am eager to bring my expertise in process optimization and data analysis to your organization, helping to further enhance your operational strategies. I am confident that my proactive approach and problem-solving skills will align well with your team's objectives.

I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Taylor