

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Machine Operator

Dear Hiring Manager,

I am excited to apply for the Promotion Machine Operator position at Acme Corporation, which I discovered on your careers page. With a strong background in machine operation and a keen eye for detail, I am eager to contribute to your team and help enhance the efficiency of your production line.

In my previous role at XYZ Manufacturing, I successfully operated various promotional machinery, achieving a 20% increase in operational efficiency within my first six months. By streamlining workflows and implementing best practices, I reduced downtime by 15%, which significantly improved our output rates. Additionally, I played a key role in a project that involved the installation and calibration of a new high-speed promotional machine, which not only met production targets but also received commendations for its precision and reliability.

I am particularly drawn to this opportunity at Acme Corporation due to your commitment to innovation and quality in the promotional sector. I am confident that my proactive approach and proven track record in optimizing machine performance will make a positive impact on your operations. I would love the chance to discuss how my experience aligns with your team's goals and how I can contribute to your continued success. Thank you for considering my application.

Sincerely,

Jordan Taylor