

Jordan T. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Machinist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Machinist position at Acme Corporation, as advertised on your careers page. With over five years of experience in precision machining and a strong commitment to quality and efficiency, I am excited about the opportunity to contribute to your team and help drive production excellence.

In my previous role at XYZ Manufacturing, I successfully led a project that revamped our machining process, reducing cycle times by 15% while maintaining high standards of quality. This achievement not only improved our production efficiency but also significantly increased our output capacity, allowing us to meet rising client demands. Additionally, I implemented a rigorous maintenance schedule for our CNC machines, which resulted in a 20% reduction in downtime over the past year. My proactive approach to machine care and optimization has consistently led to enhanced productivity and cost savings.

I am particularly drawn to the innovative culture at Acme Corporation and am eager to bring my skills in precision machining and process improvement to your team. I am confident that my technical expertise and commitment to continuous improvement align well with Acme's mission to deliver top-quality products to your clients. I would welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of your operations. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan T. Mitchell