

# Jordan McAlister

January 16, 2026

Acme Corporation

RE: Promotion Maintenance Technician

Dear Hiring Manager,

I am excited to apply for the Promotion Maintenance Technician position at Acme Corporation, which I discovered on your careers page. With a strong background in maintenance engineering and a passion for ensuring optimal operational efficiency, I am enthusiastic about the opportunity to contribute to your team and support the high standards Acme is known for in the industry.

During my time at XYZ Manufacturing, I successfully implemented a predictive maintenance program that reduced equipment downtime by 25%. By analyzing equipment data and trends, I was able to identify potential issues before they caused major failures, leading to significant cost savings and increased productivity. Additionally, I led a cross-functional team to overhaul the maintenance procedures for our assembly line, which improved workflow efficiency by 15% and enhanced product quality. These experiences have equipped me with the skills necessary to effectively maintain and troubleshoot complex machinery and systems, making me an ideal candidate for this role.

I am eager to bring my expertise in maintenance procedures and my proactive approach to Acme Corporation. I am particularly drawn to your commitment to innovation and quality, and I believe my background aligns well with your goals. I would appreciate the opportunity to discuss how I can contribute to your team and help maintain the excellent standards Acme Corporation has set in the industry. Thank you for considering my application.

Sincerely,

Jordan McAlister