

# Jordan T. Reynolds

January 16, 2026

Acme Corporation

RE: Promotion Millwright

Dear Hiring Manager,

I am excited to submit my application for the Promotion Millwright position at Acme Corporation, which I discovered on your careers page. With over seven years of experience as a millwright in industrial settings, I am confident in my ability to contribute to your team and uphold Acme's reputation for excellence. I have always admired Acme's commitment to innovation and quality, and I am eager to bring my skills to your esteemed organization.

In my current role at XYZ Manufacturing, I led a project that successfully reduced downtime by 20% through the implementation of a predictive maintenance program. This initiative not only enhanced our operational efficiency but also saved the company significant costs associated with unplanned outages. Additionally, I played a pivotal role in the installation of new machinery, which increased production capacity by 15%. My hands-on approach and technical expertise allowed me to train team members on best practices, ensuring minimal disruption during the transition.

I am particularly drawn to the Promotion Millwright position at Acme Corporation because of its focus on continuous improvement and employee development. I believe my proactive mindset and proven track record in optimizing machinery and workflows make me a strong fit for this role. I am eager to discuss how I can leverage my experience and contribute to your team's success. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

Jordan T. Reynolds