

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Relocation Drafting Technician

Dear Hiring Manager,

I am excited to apply for the Relocation Drafting Technician position at Acme Corporation as advertised on LinkedIn. With a strong background in drafting and design, coupled with my passion for facilitating seamless relocation projects, I am eager to contribute my skills to your esteemed team. Acme's commitment to innovative solutions in urban planning aligns perfectly with my professional values and aspirations.

In my previous role as a Drafting Technician at XYZ Engineering, I successfully led a project for a large-scale commercial relocation, collaborating with architects and project managers to develop detailed site plans and 3D models. By implementing new software tools, I reduced drafting errors by 30%, ensuring timely project completion within budget constraints. Additionally, I have extensive experience in site analysis and land use planning, which enabled me to create optimized layouts that improved workflow efficiency by 25% in various relocation scenarios.

I am particularly drawn to this role because of Acme Corporation's focus on community-centered development. I believe my proactive approach to stakeholder engagement and my ability to communicate complex ideas clearly would be an asset to your team. I am eager to bring my expertise in drafting and project management to support your mission of delivering high-quality relocation solutions.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon to explore the potential for collaboration.

Sincerely,

Jordan A. Smith