

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Petroleum Engineer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Petroleum Engineer position at Acme Corporation, as advertised on your careers page. With a solid background in petroleum engineering and a keen interest in advancing my career within a globally recognized organization, I am excited about the opportunity to contribute my skills and expertise to your team.

In my previous role at Energy Solutions Inc., I successfully led a project that focused on optimizing drilling operations in challenging terrains, resulting in a 20% increase in efficiency and a substantial reduction in drilling costs. Furthermore, I implemented a new reservoir simulation technique that enhanced our predictive accuracy for production rates, which directly contributed to a 15% increase in our overall output. My ability to collaborate with multidisciplinary teams and navigate complex logistical challenges has been crucial in ensuring the successful relocation and commissioning of drilling rigs in remote locations.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in the petroleum industry. I am eager to bring my project management skills and technical expertise to your team, ensuring that all relocation initiatives are executed smoothly and efficiently. I am confident that my proactive approach and dedication to excellence align well with Acme's goals.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Mitchell