

Jordan Smith

January 16, 2026

Acme Corporation

RE: Sheet Metal Worker

Dear Hiring Manager,

I am excited to apply for the Sheet Metal Worker position at Acme Corporation, as advertised on your careers page. With over five years of hands-on experience in the metal fabrication industry, I am eager to bring my skills and dedication to your esteemed team, known for its commitment to quality and safety.

In my previous role at XYZ Metal Works, I successfully led a team project that involved designing and fabricating a complex HVAC duct system for a commercial building. This project not only met the client's specifications but was also completed ahead of schedule, resulting in a 15% increase in overall efficiency for the installation crew. Furthermore, I implemented a new quality control process that reduced material waste by 20%, significantly lowering costs and enhancing project profitability.

I am particularly proficient in using various sheet metal tools and machinery, including plasma cutters, shears, and brakes, which I utilized to produce high-precision components. At ABC Manufacturing, I was recognized for my ability to troubleshoot and resolve production issues swiftly, ensuring minimal downtime. My commitment to adhering to safety standards has always been paramount, leading to a clean safety record over my career.

I am enthusiastic about the opportunity to contribute to Acme Corporation and help maintain your reputation for excellence in sheet metal work. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your company. Thank you for considering my application.

Sincerely,

Jordan Smith