

Jordan A. Taylor

January 16, 2026

Acme Corporation

RE: Internship 911 Dispatcher

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship 911 Dispatcher position at Acme Corporation, which I discovered on your careers page. With a strong passion for public service and a keen interest in emergency response systems, I believe this opportunity would allow me to contribute positively while gaining invaluable experience in a critical field.

During my time volunteering at my local fire department, I was able to develop my communication and crisis management skills. I successfully coordinated volunteer efforts during community events, ensuring that emergency protocols were followed and that all participants were informed and safe. Additionally, I completed a first aid certification course, which equipped me with crucial skills for assessing and responding to emergencies swiftly. These experiences have not only prepared me for the fast-paced environment of a 911 dispatch center but also reinforced my commitment to helping others in urgent situations.

I am particularly drawn to Acme Corporation's commitment to innovation in emergency services and your focus on community engagement. I am excited about the prospect of working alongside experienced professionals and learning from their expertise in dispatch operations. I am confident that my proactive approach and strong problem-solving skills would make me a valuable asset to your team.

I would welcome the opportunity to discuss my candidacy further and explore how my background and passion can align with Acme Corporation's mission. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan A. Taylor