

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Appliance Repair Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Appliance Repair Technician position at Acme Corporation, as advertised on your careers page. With a passion for technology and a strong foundation in electrical systems, I am eager to contribute to your team while gaining hands-on experience in appliance repair.

During my studies in Electrical Engineering at State University, I completed a project where I disassembled, repaired, and reassembled various household appliances, including washers and dryers. This experience not only honed my technical skills but also taught me the importance of troubleshooting effectively and efficiently. Additionally, I interned at a local repair shop, where I assisted senior technicians in diagnosing appliance issues. I was able to increase repair turnaround times by 20% by implementing a new inventory management system that ensured essential parts were always on hand.

I am particularly drawn to Acme Corporation because of your commitment to quality customer service and innovative repair solutions. I would love the opportunity to bring my technical skills and proactive approach to your team. I am confident that my ability to learn quickly and work collaboratively will make a meaningful contribution to your operations. I look forward to the possibility of discussing this exciting opportunity further and appreciate your consideration of my application.

Sincerely,

Jordan Thompson