

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Assembly Line Worker

Dear Hiring Manager,

I am excited to apply for the Internship Assembly Line Worker position at Acme Corporation, which I discovered on your careers page. As an engineering student with a strong interest in manufacturing processes, I am eager to contribute to Acme's reputation for quality and efficiency while gaining hands-on experience in a dynamic environment.

During my studies, I had the opportunity to work on a team project that involved designing an efficient assembly line layout for a mock product. This experience taught me the importance of workflow optimization and ergonomics, as we successfully reduced assembly time by 25% while maintaining product quality. Additionally, I completed a summer job at a local manufacturing plant, where I assisted in the assembly of electronic components. My attention to detail allowed me to identify and resolve potential quality issues, helping the team achieve a 98% quality assurance rating for that quarter.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in manufacturing, values that align with my own. I would love the opportunity to further discuss how my background in engineering and hands-on experience can contribute to your team. Thank you for considering my application; I look forward to the possibility of working together.

Sincerely,

Jordan Smith