

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Auto Mechanic

Dear Hiring Manager,

I am excited to apply for the Internship Auto Mechanic position at Acme Corporation as advertised on your website. With a strong passion for automotive technology and a commitment to excellence, I believe this opportunity aligns perfectly with my career goals and would allow me to contribute positively to your team.

During my studies at the Community College, I completed a rigorous automotive technology program where I gained hands-on experience through both coursework and internships. I successfully completed an internship at XYZ Auto Repair, where I assisted in diagnosing and repairing a variety of vehicles, including electrical systems and engine components. One of my key achievements was identifying a recurring electrical issue in a customer's vehicle that had stumped previous technicians, resulting in a significant reduction in customer complaints and an increase in service ratings for the shop.

Additionally, I took the initiative to lead a project focusing on the maintenance of the college's fleet of vehicles, where I coordinated a team of fellow students to implement a systematic inspection process. This project not only improved the overall performance of the fleet but also cut costs by 20% over a semester, demonstrating my ability to apply technical knowledge effectively while working collaboratively. I believe that my proactive approach and solid foundation in automotive mechanics make me a strong candidate for this internship.

I am eager to bring my skills and enthusiasm for auto mechanics to Acme Corporation and would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting internship with you.

Sincerely,

Jordan Taylor