

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Carpenter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Carpenter position at Acme Corporation, which I found listed on the company's careers page. As a dedicated and motivated individual with a passion for carpentry and craftsmanship, I am excited about the opportunity to contribute to a team known for its high-quality standards and innovative projects.

During my studies in woodworking and construction technology at the local community college, I successfully completed a major project where I designed and built a custom bookshelf that was recognized for its aesthetic appeal and functionality. This experience not only honed my technical skills in measuring, cutting, and assembling wood but also taught me the importance of precision and attention to detail in carpentry. Additionally, I completed an internship with a local construction firm, where I assisted in the renovation of residential properties. This role allowed me to collaborate with skilled carpenters, learn about various tools and techniques, and develop a solid understanding of construction safety protocols.

I am particularly drawn to Acme Corporation because of your commitment to sustainable building practices and your impressive portfolio of projects. I believe that my background in eco-friendly materials and my eagerness to learn from experienced professionals at your company will allow me to make a meaningful contribution during my internship. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team.

Thank you for considering my application. I am eager to bring my strong work ethic and passion for carpentry to Acme Corporation and look forward to the opportunity to discuss my application further.

Sincerely,

Jordan Smith