

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Civil Engineer

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Internship Civil Engineer position at Acme Corporation, which I discovered through my university's career portal. As a passionate civil engineering student at State University, I am eager to contribute to your team and further develop my skills in a dynamic and innovative environment.

During my coursework, I had the opportunity to work on a group project that involved designing a sustainable drainage system for a local park. My role as the project lead allowed me to coordinate efforts with my peers, while I implemented hydraulic modeling techniques to ensure compliance with environmental regulations. This project not only enhanced my technical skills but also underscored the importance of teamwork and effective communication in producing successful engineering solutions. Furthermore, during my summer internship with XYZ Engineering, I was involved in the construction management of a residential development. I assisted in site inspections and helped prepare reports that improved project efficiency by 15% through identifying and mitigating potential roadblocks early in the process.

I am particularly drawn to the collaborative culture at Acme Corporation and the opportunity to learn from experienced professionals. I would love to bring my unique perspective and dedication to your ongoing projects. Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Sincerely,

Jordan Lee Thompson