

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Cnc Operator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship CNC Operator position at Acme Corporation, which I discovered on your careers page. With a strong background in mechanical engineering and hands-on experience with CNC machinery during my recent coursework, I am excited about the opportunity to contribute to your team and further develop my skills in a leading manufacturing environment.

During my time at XYZ Technical Institute, I successfully completed a CNC machining course where I operated a variety of CNC machines, including mills and lathes. I designed and executed a project that involved creating precision components for a robotics application, which improved my programming skills in G-code. This project not only enhanced my technical abilities but also taught me the importance of adhering to stringent quality standards and timelines. Additionally, I participated in a collaborative project where my team reduced setup time by 20% through an optimized workflow, demonstrating my ability to work effectively in a team-oriented setting.

I am particularly impressed by Acme Corporation's commitment to innovation and quality in manufacturing, and I believe that my proactive approach and willingness to learn will allow me to contribute positively to your projects. I am eager to discuss how my educational background and experiences align with the goals of your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor