

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Concrete Finisher

Dear Hiring Manager,

I am excited to apply for the Internship Concrete Finisher position at Acme Corporation, which I discovered through your company's career page. With a passion for construction and a keen interest in concrete finishing, I believe that my skills and dedication make me an excellent fit for your team. I am eager to contribute to Acme Corporation's reputation for quality and innovation in the concrete industry.

During my previous work experience as a construction assistant, I gained hands-on knowledge of various concrete finishing techniques. I successfully assisted in a project where we created a decorative concrete patio that enhanced the aesthetic appeal of a residential property. My attention to detail ensured that the finishing was flawless, resulting in positive feedback from both the homeowners and my supervisors. Additionally, I participated in a community service project where we poured and finished concrete for a local playground. This experience not only strengthened my finishing skills but also underscored the importance of teamwork and communication in achieving project goals.

I am particularly drawn to Acme Corporation because of your commitment to sustainable building practices and innovative solutions in concrete technology. I am enthusiastic about the opportunity to learn from your experienced team and contribute to projects that prioritize both quality and sustainability. I am confident that my proactive approach and eagerness to develop my skills will allow me to make a significant contribution as an intern.

I would love the opportunity to discuss my application in further detail and learn more about the exciting projects at Acme Corporation. Thank you for considering my application for the Internship Concrete Finisher position. I look forward to the possibility of working together.

Sincerely,

Jordan Mitchell