

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Construction Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Construction Manager position at Acme Corporation, which I discovered through my university's career services portal. With my strong academic background in civil engineering and hands-on experience in construction project management, I am eager to contribute to your team and assist in delivering successful projects. Acme Corporation's commitment to innovation and sustainability in construction aligns perfectly with my career aspirations and values.

During my recent role as a project intern at XYZ Builders, I had the opportunity to assist in the management of a community park renovation project. I collaborated with senior project managers to develop schedules and budgets, which ultimately led to a 15% cost savings due to efficient resource allocation. Additionally, I implemented a new tracking system for project milestones that improved communication between teams and reduced delays by 20%. My proactive approach and dedication to quality control were instrumental in ensuring that the project was completed on time and exceeded client expectations.

I am particularly drawn to this internship at Acme Corporation because of your reputation for fostering young talent and promoting a culture of learning. I believe that my technical skills, coupled with my passion for the construction industry, make me a perfect fit for this role. I would be thrilled to further discuss how my experiences and ideas can contribute to the exciting projects at Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Jordan Mitchell