

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Drafting Technician

Dear Hiring Manager,

I am excited to apply for the Internship Drafting Technician position at Acme Corporation, as advertised on your careers page. With a strong foundation in drafting principles and a keen eye for detail, I believe I would contribute effectively to your design team while gaining valuable hands-on experience in a leading organization like yours.

During my studies in Architectural Technology at Central University, I gained practical experience through a project where I collaborated with a team to draft detailed blueprints for a community center renovation. My role involved using AutoCAD to create precise layouts and 3D models, which significantly improved our project presentation and facilitated client approvals. Additionally, I completed a summer internship with XYZ Engineering, where I assisted in the preparation of technical drawings for various residential projects, leading to a 15% reduction in design revisions based on thorough initial drafts. My ability to communicate effectively with engineers and architects ensured that our team remained aligned with project timelines and deliverables.

I am particularly drawn to Acme Corporation's commitment to innovation and quality in drafting and design. I am eager to bring my technical skills and collaborative spirit to your team, and I am excited about the opportunity to grow professionally in such a dynamic environment. I would love the chance to discuss how my background and enthusiasm align with the goals of your department. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson