

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Elevator Mechanic

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Elevator Mechanic position at Acme Corporation, which I discovered on your careers page. With a deep interest in mechanical systems and a commitment to safety and efficiency, I am eager to contribute to your team and gain hands-on experience in the elevator maintenance industry.

During my technical studies at the City College of Engineering, I had the opportunity to work on a project that involved the assembly and troubleshooting of a small-scale elevator model. This experience not only enhanced my understanding of elevator mechanics but also allowed me to develop my problem-solving skills, resulting in a 30% improvement in the model's operational efficiency after implementing my design modifications. Additionally, I completed a summer internship with XYZ Lift Services, where I assisted certified elevator technicians in routine maintenance tasks, such as inspecting safety equipment and performing minor repairs. My proactive approach helped reduce service response times by 15%, ensuring that our clients experienced minimal downtime.

I am particularly drawn to Acme Corporation because of your reputation for innovation and excellence in the elevator industry. I am excited about the possibility of working alongside experienced professionals and learning from their expertise. I look forward to the opportunity to discuss how my background, skills, and passion align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Smith