

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Fire Alarm Technician

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Fire Alarm Technician position at Acme Corporation, as advertised on your careers page. With a strong passion for fire safety and a desire to learn from industry leaders, I am eager to contribute to your team and gain hands-on experience in this critical field.

During my studies in Electrical Engineering at City College, I developed a solid foundation in fire alarm systems through both coursework and practical projects. For instance, I led a team project where we designed and implemented a fire alarm system for a simulated commercial building, ensuring compliance with local safety codes. This experience honed my ability to work collaboratively while also enhancing my understanding of technical specifications and system functionality. Additionally, I completed a summer internship with SafeGuard Fire Solutions, where I assisted technicians in the installation and maintenance of fire alarm systems. This role allowed me to apply my theoretical knowledge in a real-world setting, and I gained hands-on experience with testing equipment and troubleshooting issues, improving response times by 20% during our drills.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in fire safety solutions. I would welcome the opportunity to further discuss how my academic background and practical experiences align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Mitchell