

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Firefighter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Firefighter position at Acme Corporation, as advertised on your careers page. With a strong commitment to community service and a desire to gain hands-on experience in firefighting, I am excited about the opportunity to contribute to your team and learn from experienced professionals in the field.

During my time as a volunteer firefighter with the local fire department, I successfully completed over 100 hours of training in emergency response procedures and fire safety protocols. This experience not only honed my physical endurance and teamwork skills but also provided me with valuable insights into the importance of quick decision-making in high-pressure situations. Furthermore, I participated in community outreach programs, where I educated children and families on fire safety, which helped to foster a culture of prevention and awareness in our community.

Additionally, I recently completed a certification course in CPR and first aid, which has equipped me with essential life-saving skills that can be critical in emergency scenarios. My ability to remain calm under pressure and my eagerness to learn make me a strong candidate for this internship. I am particularly drawn to Acme Corporation's commitment to innovation in firefighting techniques and community involvement, and I am eager to contribute to such impactful initiatives.

I would be grateful for the opportunity to discuss my application further and learn more about how I can support your team as an Internship Firefighter. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Mitchell