

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Flooring Installer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Flooring Installer position at Acme Corporation, which I discovered on your company's careers page. With a strong passion for craftsmanship and a keen interest in the flooring industry, I am excited about the opportunity to contribute to your team while gaining hands-on experience in this dynamic field.

During my previous summer position with a local construction company, I assisted in the installation of various flooring types, including hardwood and laminate. I successfully collaborated with a team to complete a large residential project ahead of schedule, which involved precise measurements and meticulous attention to detail. This experience taught me the importance of efficient workflow and communication on a job site, skills I am eager to bring to Acme Corporation. Additionally, I have completed a flooring design course at my local community college, where I gained valuable insights into both the technical and aesthetic aspects of flooring installation. I also participated in a community project where we renovated a local school's gymnasium floor, which not only enhanced my technical skills but also deepened my commitment to producing quality work that positively impacts the community.

I am very excited about the possibility of contributing to Acme Corporation and would love the opportunity to discuss how my background, skills, and enthusiasm for flooring installation can benefit your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith