

# Jordan Maxfield

January 16, 2026

Acme Corporation

RE: Internship Foreman

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Foreman position at Acme Corporation as advertised on your careers page. With a strong background in project management and a deep passion for the construction industry, I am excited about the opportunity to contribute to your team and help deliver high-quality projects on schedule.

During my previous internship with XYZ Construction, I successfully coordinated a team of five interns to complete a local park renovation project ahead of the deadline. This experience honed my leadership skills as I organized daily briefings, delegated tasks based on individual strengths, and ensured adherence to safety protocols. Additionally, I implemented a new tracking system for material usage which reduced waste by 15%, significantly cutting project costs and time delays. My proactive approach not only fostered collaboration among team members but also enhanced communication with supervisors, resulting in a commendation for team performance.

Furthermore, I recently collaborated on a university-driven urban development project where I was responsible for overseeing site logistics and scheduling. By effectively managing resources and anticipating potential issues, I helped maintain a continuous workflow that led to the completion of critical phases two weeks early. This experience solidified my ability to work under pressure, prioritize tasks, and maintain high-quality standards in fast-paced environments.

I am eager to bring my skills and passion for construction to Acme Corporation's internship program. I look forward to the possibility of discussing how my background, skills, and aspirations align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan Maxfield