

Jordan Mitchell

January 16, 2026

Acme Corporation
RE: Internship Glazier

Dear Hiring Manager,

I am excited to apply for the Internship Glazier position at Acme Corporation, as advertised on your company website. With a strong passion for craftsmanship and a keen interest in the glazing industry, I am eager to contribute my skills and learn from your talented team. Acme Corporation's reputation for innovative designs and quality workmanship aligns perfectly with my career aspirations.

During my recent hands-on training program at XYZ Construction, I had the opportunity to assist in the installation of glass panels for both residential and commercial projects. This experience honed my technical skills, particularly in measuring and cutting glass to precise specifications. I was also responsible for ensuring safety protocols were followed, which resulted in zero incidents throughout the project. Additionally, I participated in a team project where we successfully completed a custom glass installation for a local art gallery, receiving commendation from both the client and my supervisors for our attention to detail and craftsmanship.

I am particularly drawn to this internship at Acme Corporation because of your commitment to sustainability and innovation in glass solutions. I am eager to bring my background in construction and my enthusiasm for learning to your team, while also contributing to projects that prioritize eco-friendly practices. I am confident that my dedication and willingness to learn will make me a valuable asset to your operations.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited to explore this opportunity further.

Sincerely,

Jordan Mitchell