

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Hvac Engineer

Dear Hiring Manager,

I am excited to apply for the Internship HVAC Engineer position at Acme Corporation, which I discovered through my university's career services portal. With a strong academic foundation in mechanical engineering and hands-on experience in HVAC systems, I am eager to contribute to your team and learn from industry leaders in a dynamic environment.

During my studies at State University, I had the opportunity to work on a project where we designed a sustainable heating and cooling system for a new campus building. My role involved conducting energy simulations and performing load calculations, which resulted in a design that reduced projected energy costs by 25%. Additionally, I interned with XYZ Engineering, where I assisted in the installation and maintenance of HVAC systems for commercial clients. This experience allowed me to develop my technical skills and gain practical insights into the challenges and solutions within HVAC engineering.

I am particularly impressed by Acme Corporation's commitment to innovation and sustainability in HVAC solutions. I am eager to bring my background in energy-efficient systems and my passion for engineering to your team. I would appreciate the opportunity to discuss how my skills and ambition align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed company.

Sincerely,

Jordan Mitchell