

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Industrial Technician

Dear Hiring Manager,

I am excited to apply for the Internship Industrial Technician position at Acme Corporation, as advertised on your careers page. With a strong passion for industrial technology and a background in applied sciences, I am eager to contribute to your team and gain hands-on experience in a leading company known for its commitment to innovation and excellence.

During my recent coursework at State University, I completed a project where I collaborated with a team to design and optimize a manufacturing process for a local business. We successfully reduced production time by 15% through the implementation of Lean manufacturing principles, demonstrating my ability to analyze and improve operational efficiencies. Additionally, I interned at a local manufacturing facility where I assisted in troubleshooting equipment malfunctions, which improved machine uptime by 20%. This experience not only honed my technical skills but also taught me the importance of teamwork and effective communication in a fast-paced environment.

I am particularly impressed by Acme Corporation's commitment to sustainability and innovation in the industrial sector. I am enthusiastic about the opportunity to contribute to your projects and learn from your talented team of professionals. I believe that my proactive approach and strong analytical abilities make me a suitable candidate for this internship.

I would welcome 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.

Sincerely,

Jordan Mitchell