

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Locksmith

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Locksmith position at Acme Corporation, as advertised on your careers page. With a keen interest in security systems and a strong foundation in mechanical skills, I am excited about the opportunity to contribute to your team and learn from industry experts.

During my time at community college, I completed a certificate program in locksmithing, where I gained hands-on experience in a variety of locksmith techniques, including key duplication, lock repair, and installation. I had the opportunity to lead a project where we enhanced the security of our school's facilities by installing high-security locks. This not only improved the safety of the premises but also provided me with practical experience in assessing security needs and implementing effective solutions.

Additionally, I interned at a local locksmith shop, where I assisted certified locksmiths in servicing a diverse range of locks, from residential to commercial systems. One of my most notable achievements was helping to develop an inventory management system that streamlined the process of tracking lock components, which increased efficiency by 30%. This experience taught me the importance of attention to detail and adaptability in a fast-paced environment.

I am eager to bring my skills and passion for locksmithing to Acme Corporation and would appreciate the opportunity to further discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor