

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Machine Operator

Dear Hiring Manager,

I am excited to apply for the Internship Machine Operator position at Acme Corporation, as advertised on your careers page. With a strong interest in manufacturing and machine operation, I believe this opportunity perfectly aligns with my skills and career aspirations. I am eager to contribute to your team and learn from industry leaders at Acme, a company renowned for its commitment to innovation and quality.

During my recent coursework in industrial technology, I completed a hands-on project where I operated and calibrated CNC machines for a class assignment. This experience allowed me to not only enhance my technical skills but also gain a practical understanding of precision machining and quality control processes. Additionally, I participated in a summer workshop where I learned about machine maintenance and troubleshooting, which culminated in successfully reducing downtime by 15% for a simulated production line. These experiences have equipped me with the knowledge and confidence to effectively contribute to your operations team.

I am particularly drawn to Acme Corporation's focus on continuous improvement and efficiency in manufacturing processes. I am eager to bring my proactive approach and passion for machine operation to your internship program. I believe my background in both academics and practical applications makes me a strong candidate for this role. I look forward to the possibility of discussing how I can contribute to your team and support Acme's manufacturing goals. Thank you for considering my application.

Sincerely,

Jordan Taylor