

Jordan A. Martinez

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Acme Corporation

RE: Internship Machinist

Dear Hiring Manager,

I am excited to apply for the Internship Machinist position at Acme Corporation, which I discovered on your careers page. As a dedicated and passionate mechanical engineering student at State University, I am eager to leverage my technical skills and hands-on experience in a dynamic and innovative environment like Acme.

During my studies, I completed a machine shop course where I gained practical experience in operating CNC mills and lathes. One of my key projects involved designing and fabricating a prototype component for an automated system, which not only honed my machining skills but also improved my proficiency in CAD software. This project was recognized with a departmental award for innovation, highlighting my commitment to quality and precision in machining.

Additionally, I interned at a local manufacturing facility last summer, where I assisted in the setup and calibration of machining tools. I successfully reduced operation downtime by 15% through the implementation of a new maintenance schedule and standard operating procedures. This experience taught me the importance of teamwork and communication in a manufacturing setting and reinforced my desire to pursue a career in machining.

I am very enthusiastic about the opportunity to contribute to Acme Corporation and further develop my skills in a professional environment. I would appreciate the chance to discuss how my background and goals align with the needs of your team. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Martinez