

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Maintenance Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Maintenance Manager position at Acme Corporation, which I discovered through my university's career services. With a strong foundation in engineering principles and hands-on experience in facility maintenance, I am eager to contribute to the innovative environment at Acme and learn from your esteemed team.

During my recent internship with XYZ Facilities Management, I successfully led a project to overhaul the maintenance scheduling system, which resulted in a 30% reduction in equipment downtime. By implementing a proactive approach, I coordinated with various teams to prioritize critical maintenance tasks and utilize resources more effectively. Additionally, I played a key role in a cross-departmental initiative that improved response time to service requests by 25%, enhancing operational efficiency and ensuring high levels of tenant satisfaction.

I am particularly impressed by Acme Corporation's commitment to sustainability and continuous improvement in facility management. I am eager to bring my passion for innovative maintenance solutions and my analytical skills to your team. I believe that my proactive approach and ability to collaborate effectively will make me a valuable asset during my internship.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and learning from the experts at Acme.

Sincerely,

Jordan Smith