

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Maintenance Technician

Dear Hiring Manager,

I am excited to apply for the Internship Maintenance Technician position at Acme Corporation, which I discovered on your careers page. With a passion for hands-on problem-solving and a strong commitment to maintaining operational efficiency, I am eager to contribute my skills and enthusiasm to your esteemed team.

During my recent training at the Technical Institute, I completed a comprehensive course in industrial maintenance where I gained practical experience in troubleshooting and repairing various mechanical systems. For instance, I successfully led a team project that involved overhauling a malfunctioning hydraulic lift, which improved its efficiency by 30%. Additionally, my internship at XYZ Manufacturing allowed me to apply my classroom knowledge in a real-world setting, where I assisted in performing preventative maintenance on industrial equipment, significantly reducing downtime by 15% over a three-month period.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in manufacturing. I am eager to bring my technical skills and proactive approach to your maintenance team, contributing to the high standards of safety and reliability that Acme is known for. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your department.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Lee Thompson