

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Meter Reader

Dear Hiring Manager,

I am excited to apply for the Internship Meter Reader position at Acme Corporation, which I discovered on your company's careers page. As a driven and detail-oriented student pursuing a degree in Environmental Science, I am eager to apply my technical skills and analytical abilities in a hands-on role that contributes to sustainable practices in the energy sector.

During my studies, I completed a project where I measured and analyzed water consumption patterns in my local community, collaborating with city officials to present findings that led to a 15% reduction in wastage. This experience honed my ability to collect and interpret data accurately while enhancing my communication skills with various stakeholders. Additionally, I volunteered with the Green Team on campus, where I organized a campaign to raise awareness about energy consumption. This initiative not only educated students but also resulted in a measurable decrease in energy use by 10% over a semester, demonstrating my commitment to energy conservation and sustainability.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and excellence in providing utility services. I am eager to bring my strong work ethic and proactive approach to your team, and I am excited about the opportunity to learn from experienced meter readers. I am confident that my background and passion for environmental sustainability will allow me to contribute effectively to your operations.

Thank you for considering my application. I would love the opportunity to discuss my qualifications further and explore how I can contribute to the Acme Corporation team. I look forward to the possibility of discussing this exciting opportunity with you soon.

Sincerely,

Jordan Smith