

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Millwright

Dear Hiring Manager,

I am excited to apply for the Internship Millwright position at Acme Corporation, as advertised on your careers page. With a strong passion for mechanical systems and hands-on experience in maintenance and repair, I am eager to contribute to your team and learn from the esteemed professionals at Acme. I have always admired your commitment to innovation and quality in manufacturing, and I am enthusiastic about the opportunity to play a role in supporting your operations.

During my studies in mechanical engineering at Springfield Technical Community College, I completed an intensive co-op program where I worked closely with a team of skilled millwrights. In this role, I successfully assisted in the disassembly and reassembly of conveyor systems, which resulted in a 20% increase in operational efficiency. I also took the initiative to lead a small project aimed at improving the maintenance schedules for various machinery, which led to a significant decrease in downtime and increased productivity. Additionally, my hands-on experience in troubleshooting mechanical failures allowed me to develop a keen analytical mindset, which I believe is crucial for a successful millwright.

I am particularly drawn to this internship because I am eager to apply my academic knowledge in a practical setting and further develop my skills under the mentorship of industry experts. I am confident that my proactive approach and background in mechanical systems would make me a valuable addition to the Acme Corporation team. I look forward to the opportunity to discuss how my experiences and ambitions align with the goals of your organization. Thank you for considering my application, and I hope to speak with you soon.

Sincerely,

Jordan Taylor