

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Internship Plant Manager

Dear Hiring Manager,

I am excited to apply for the Internship Plant Manager position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in engineering principles and a keen interest in production management, I am eager to contribute to your team and learn from the best in the industry. Acme Corporation's commitment to innovation and sustainability resonates with my career aspirations, and I am enthusiastic about the opportunity to support your operational goals.

During my time at university, I completed a project that involved optimizing the production processes of a simulated manufacturing plant. By applying Lean Six Sigma methodologies, my team reduced waste by 30% and improved production efficiency by 25%. This hands-on experience taught me the importance of data-driven decision-making and effective resource management. Additionally, I interned at a local manufacturing facility where I assisted in implementing a new inventory management system. As a result, we were able to decrease stock discrepancies by 40%, leading to significant cost savings and smoother operations.

I am particularly drawn to this internship at Acme Corporation because of your initiatives focusing on sustainable manufacturing practices. I am eager to bring my analytical skills and proactive approach to your team, ensuring that I contribute effectively to ongoing projects while gaining valuable insights from seasoned professionals. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I hope to discuss my candidacy for the Internship Plant Manager position further and explore how I can contribute to your esteemed company.

Sincerely,

Jordan Mitchell