

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Internship Project Engineer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Project Engineer position at Acme Corporation, which I discovered on your careers page. With a strong academic background in engineering and hands-on experience in project management, I am excited about the opportunity to contribute to your innovative projects while further developing my skills in a dynamic environment.

During my time at university, I led a team project focused on redesigning a sustainable energy solution for our campus. This initiative not only enhanced energy efficiency by 30% but also won the 'Best Project' award at our annual engineering showcase. Additionally, I completed an internship with XYZ Engineering, where I assisted in managing a construction project worth over \$1 million. My responsibilities included coordinating with contractors, ensuring compliance with safety regulations, and streamlining communication between teams. This experience sharpened my organizational skills and taught me the importance of effective project execution and collaboration.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability, and I would be thrilled to bring my background in engineering and project management to your team. I am eager to discuss how my proactive approach and problem-solving abilities can contribute to the success of your upcoming projects. Thank you for considering my application; I look forward to the opportunity for further discussion.

Sincerely,

Jordan M. Thompson