

# Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Internship Six Sigma Black Belt

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Six Sigma Black Belt position at Acme Corporation, which I discovered on your careers page. As a current graduate student in Industrial Engineering with a focus on process improvement, I am eager to apply my knowledge and skills in a dynamic environment like yours, where innovation and efficiency are paramount.

During my academic career, I successfully led a project in my Operations Management course that applied Six Sigma methodologies to reduce waste in a simulated manufacturing process. By employing DMAIC principles, I was able to decrease cycle time by 25% while improving product quality. Additionally, I recently completed a summer internship with XYZ Manufacturing, where I collaborated with a cross-functional team to implement a Lean initiative that resulted in a 15% increase in productivity over three months. This experience solidified my passion for process optimization and equipped me with the practical skills to contribute effectively to Acme Corporation's operational goals.

I am particularly drawn to this internship because of Acme Corporation's commitment to continuous improvement and its reputation for fostering talent in process excellence. I am excited about the opportunity to work alongside experienced professionals, learn from their expertise, and contribute to projects that drive significant results. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,

Jordan Avery Smith