

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Solar Panel Installer

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Solar Panel Installer position at Acme Corporation, as advertised on your company website. With a strong passion for renewable energy and hands-on experience in electrical installations, I am excited about the opportunity to contribute to your team and further develop my skills in solar technology.

During my recent coursework in Renewable Energy Technology at the Green Energy Institute, I completed a project where I designed a small-scale solar panel system for a local community center. This experience not only solidified my understanding of photovoltaic systems but also honed my ability to work collaboratively in a team setting. Additionally, I participated in an internship last summer with SunTech Solutions, where I assisted in the installation of over 50 residential solar panels. This role required precision and attention to detail, as I was responsible for measuring and positioning panels to ensure optimal sunlight exposure. I take pride in my ability to adapt and learn quickly, which I believe will be beneficial in the fast-paced environment at Acme Corporation.

I am eager to bring my background in electrical installations and my passion for sustainable energy solutions to your team. I look forward to the possibility of discussing how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I am excited about the opportunity to contribute to your innovative projects.

Sincerely,

Jordan Smith