

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Tile Setter

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Tile Setter position at Acme Corporation, which I discovered on your company's careers page. As someone who has always had a keen interest in craftsmanship and design, I am excited about the opportunity to contribute to your team while developing my skills in tile setting and installation techniques.

During my time at XYZ Trade School, I successfully completed a hands-on project where I installed ceramic tiles in a community center renovation. This experience allowed me to learn the fundamentals of tile layout, cutting, and grouting, resulting in a visually appealing and durable finish that earned praise from both instructors and community members. Additionally, I volunteered for a local non-profit organization where I assisted experienced tile setters in a kitchen remodel. This opportunity not only honed my technical skills but also taught me the importance of teamwork and attention to detail in achieving quality results.

I am particularly drawn to Acme Corporation because of your commitment to innovative design and high-quality craftsmanship. I am eager to bring my strong work ethic, passion for learning, and dedication to quality to your team. I would welcome the opportunity to discuss how my background and skills align with the needs of your company and how I can contribute to upcoming projects.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the chance to learn from the talented professionals at Acme Corporation.

Sincerely,

Jordan Smith