

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Academic Advisor

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Academic Advisor position at Acme Corporation, which I discovered on your careers page. With my background in academic advising and a passion for helping students navigate their educational journeys, I believe I am well-suited to contribute to your team and support your mission of fostering student success.

During my time as a Peer Academic Advisor at State University, I successfully guided over 100 students through curriculum planning and internship opportunities, resulting in a 30% increase in internship placements among my advisees. I developed and implemented a workshop series focused on resume building and interview skills, which received positive feedback from participants and significantly improved their confidence in seeking internships. Additionally, I collaborated with faculty members to streamline the advising process, ensuring that students received timely and accurate information, enhancing their overall academic experience.

I am particularly impressed by Acme Corporation's commitment to student development and your innovative approach to integrating internships into academic progress. I am eager to bring my skills in student engagement and program development to your organization. I would welcome the opportunity to discuss how my experience and qualifications align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed institution.

Sincerely,

Jordan Taylor