

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Account Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Account Manager position at Acme Corporation, which I discovered on LinkedIn. With a strong foundation in client relations and project management, I am excited about the opportunity to contribute to your team and help drive client satisfaction and retention.

During my time as a Marketing Intern at XYZ Agency, I successfully managed a portfolio of clients, which involved coordinating campaigns from inception to execution. One of my key achievements was increasing a client's social media engagement by 40% within three months through targeted content strategies and regular performance analysis. Additionally, I collaborated cross-functionally with design and analytics teams to streamline communication, resulting in a 20% reduction in project turnaround time. This experience taught me the importance of effective account management and reinforced my ability to adapt to the dynamic needs of clients.

Moreover, I have honed my analytical skills through my coursework in Business Analytics, where I utilized data-driven insights to develop strategic recommendations. In a recent project, I analyzed market trends which helped my team propose a new service offering that was well-received by both our peers and professors. These experiences have equipped me with the skills necessary to identify client needs and devise tailored solutions, making me an ideal fit for the Internship Account Manager role at Acme Corporation.

I am eager to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to contribute to your team and help enhance client relationships.

Sincerely,

Jordan Taylor