

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Administrative Assistant

Dear Hiring Manager,

I am excited to apply for the Internship Administrative Assistant position at Acme Corporation, which I discovered on your careers page. With a strong interest in administrative support and a commitment to improving operational efficiency, I am eager to contribute to your team and gain valuable experience in a dynamic corporate environment.

During my time as a volunteer coordinator at my university, I successfully organized and managed over 20 events that hosted more than 200 attendees each. This role required exceptional organizational skills, attention to detail, and effective communication with both team members and external vendors. By implementing a new scheduling system, I was able to reduce planning time by 30%, ensuring smoother operations and better participant engagement. Additionally, my internship at XYZ Office Services allowed me to develop my proficiency in various office software, where I created a tracking system for incoming requests that improved response times by 15%.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and excellence in service delivery. I believe that my proactive approach, coupled with my experience in managing administrative tasks efficiently, will allow me to contribute positively to your team. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can contribute to your team as an Internship Administrative Assistant.

Sincerely,

Jordan Smith