

# Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Internship Arbitrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Arbitrator position at Acme Corporation, as advertised on your careers page. With a strong background in conflict resolution and a passion for fostering collaborative environments, I am excited about the opportunity to contribute to your team and help facilitate productive dialogues among interns.

During my time at university, I served as a mediator in the student government, where I successfully resolved disputes between student organizations regarding resource allocation. By employing active listening techniques and advocating for mutual understanding, I helped to broker agreements that satisfied all parties involved, improving campus relations and enhancing collaboration. Additionally, as a volunteer at a local community center, I organized workshops on conflict resolution, equipping participants with the tools to navigate disagreements constructively. These experiences have honed my ability to address complex interpersonal issues, making me well-prepared for the challenges of the Internship Arbitrator role.

I am particularly impressed by Acme Corporation's commitment to professional development and fostering a positive work culture. I am eager to bring my skills in mediation and conflict resolution to your esteemed organization and work alongside your team to create an enriching experience for all interns. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I am excited about the opportunity to contribute to your team and would welcome the chance to discuss my application further. I look forward to hearing from you soon.

Sincerely,

Jordan A. Miller