

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Benefits Specialist

Dear Hiring Manager,

I am excited to apply for the Internship Benefits Specialist position at Acme Corporation, which I discovered on your careers page. With a strong background in human resources and a keen interest in employee benefits management, I am eager to contribute to your team and support the development of effective internship programs that enhance the experience of both interns and the organization.

In my previous role as a Human Resources Assistant at XYZ Enterprises, I successfully implemented a new onboarding process that included a comprehensive benefits overview for interns. This initiative resulted in a 30% increase in intern retention rates over the course of the program. Additionally, I assisted in the administration of student benefits programs, where I collaborated with various departments to ensure compliance with educational institution requirements, leading to a 15% improvement in processing time for benefits applications.

I am particularly drawn to Acme Corporation's commitment to fostering a diverse and inclusive workplace, and I believe my proactive approach and attention to detail will add value to your team. I am enthusiastic about the opportunity to further discuss how my background and skills align with the goals of your internship program. Thank you for considering my application, and I look forward to the possibility of contributing to Acme Corporation's success.

Sincerely,

Jordan Taylor