

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Billing Specialist

Dear Hiring Manager,

I am thrilled to apply for the Internship Billing Specialist position at Acme Corporation, as advertised on your careers page. With a strong foundation in finance and a keen interest in billing processes, I am excited about the opportunity to contribute to your team and gain valuable experience in the field.

During my time at university, I excelled in courses related to accounting and financial management, where I developed a comprehensive understanding of billing systems and invoicing procedures. As a member of the finance club, I spearheaded a project to streamline our annual budget reporting process, resulting in a 20% reduction in processing time and improved accuracy in financial forecasting. Additionally, I completed a summer internship with XYZ Company, where I assisted in managing client accounts and processing invoices. My efforts led to a 15% increase in on-time payments, showcasing my ability to effectively communicate and collaborate with diverse stakeholders.

I am particularly drawn to Acme Corporation because of your commitment to innovation and excellence in the billing sector. I am eager to bring my analytical skills and proactive approach to your team, and I believe my background aligns well with the goals of your organization. I am very much looking forward to the possibility of discussing how I can contribute to your billing department and support your mission.

Thank you for considering my application. I hope to discuss my qualifications in further detail and explore how I can be an asset to Acme Corporation as an Internship Billing Specialist.

Sincerely,

Jordan Smith