

Jordan Anderson

January 16, 2026

Acme Corporation

RE: Internship Change Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Change Manager position at Acme Corporation, as advertised on your careers page. With a keen interest in change management and organizational development, I am excited about the opportunity to contribute to your team and support your mission of driving impactful change within the organization.

During my previous internship at XYZ Solutions, I successfully led a project to implement a new digital workflow system that increased team efficiency by 30%. This involved collaborating with cross-functional teams to gather requirements, conducting training sessions for staff, and continuously monitoring the system's performance. Additionally, I played a key role in facilitating change management workshops that helped employees adapt to the new system, ensuring a smooth transition and increased user adoption. My ability to communicate effectively and address concerns proactively was instrumental in achieving project goals.

Furthermore, I was part of a student-led initiative at my university where we developed a change management framework for local nonprofits. This experience allowed me to hone my analytical skills and understand the nuances of stakeholder engagement. I conducted interviews with stakeholders to identify pain points and crafted tailored strategies to address these challenges, resulting in enhanced operational processes for the organizations involved. These experiences have equipped me with a robust understanding of change management principles and the importance of fostering a supportive environment for stakeholders.

I am eager to bring my skills and passion for change management to Acme Corporation and would appreciate the opportunity to discuss how I can contribute to your ongoing projects. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Anderson