

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Chief Data Officer

Dear Hiring Manager,

I am excited to apply for the Internship Chief Data Officer position at Acme Corporation, which I discovered on your careers page. With a strong passion for data analytics and a solid foundation in data management, I am eager to contribute to your team and help drive data-driven decision-making initiatives that align with Acme's strategic goals.

During my undergraduate studies in Data Science at the University of California, I led a team project where we developed a predictive model using Python and machine learning techniques to analyze customer behavior for a local retail business. This initiative resulted in a 20% increase in their sales over three months, showcasing my ability to leverage data for tangible business outcomes. Additionally, I interned at XYZ Analytics, where I collaborated with cross-functional teams to design and implement a new data warehouse. This project not only improved data retrieval speed by 30% but also enhanced data accuracy, demonstrating my capacity for leading data-centric projects effectively.

I am particularly impressed by Acme Corporation's commitment to innovation and its strategic use of data to improve operational efficiencies. I believe my analytical skills, combined with my proactive approach to problem-solving, align perfectly with the goals of the Internship Chief Data Officer role. I would be thrilled to further discuss how I can contribute to your esteemed company and learn from the talented professionals at Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith