

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Chief Executive Officer

Dear Hiring Manager,

I am excited to apply for the Internship Chief Executive Officer position at Acme Corporation, as advertised on your careers page. With a passionate commitment to innovative leadership and a track record of driving operational success, I am eager to contribute my skills and perspectives to a forward-thinking organization like yours.

During my time as the President of the Student Government Association at my university, I successfully led a team of over 30 students in implementing a campus-wide sustainability initiative that reduced waste by 25% within one academic year. This experience honed my ability to strategize effectively and engage diverse stakeholders, skills that I believe are critical for the Internship Chief Executive Officer role. Additionally, I completed a summer internship at XYZ Technologies, where I collaborated on a project that increased our product's market reach by 15% through data-driven marketing strategies. This hands-on experience in executing high-impact initiatives has given me a solid foundation in operational management and strategic planning.

I am particularly impressed by Acme Corporation's commitment to innovation and community engagement. I am eager to bring my leadership skills, analytical mindset, and collaborative spirit to your team. I would love the opportunity to discuss how my background and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Smith