

# Jordan Miller

January 16, 2026

Acme Corporation

RE: Internship Chief Information Officer

Dear Hiring Manager,

I am excited to apply for the Internship Chief Information Officer position at Acme Corporation, which I discovered through my university's career portal. With a strong background in information technology and a passion for strategic leadership, I am eager to contribute to your organization's innovative projects and digital transformation initiatives.

During my time at XYZ University, I led a team project that developed a cloud-based solution to improve data management for our campus's student services. This project not only streamlined processes but also increased accessibility for students, resulting in a 30% reduction in service response time. Additionally, as a member of the university's IT advisory board, I collaborated with faculty and administration to implement a cybersecurity awareness program that educated over 500 students and staff, significantly reducing phishing incidents across campus. These experiences have honed my skills in both technology implementation and stakeholder engagement, making me a strong candidate for this internship.

I am particularly impressed by Acme Corporation's commitment to leveraging technology for operational excellence and your focus on developing future technology leaders. I believe my initiatives in fostering technological advancements align well with your goals. I am eager to bring my analytical skills and innovative mindset to your team, and I look forward to the possibility of discussing how I can contribute to Acme Corporation further. Thank you for considering my application.

Sincerely,

Jordan Miller