

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Internship Chief Operating Officer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Chief Operating Officer position at Acme Corporation, as advertised on your careers page. With a passion for operational excellence and a strong academic background in business administration, I am excited about the opportunity to contribute to your team and learn from the innovative environment at Acme Corporation.

During my recent internship at Tech Innovations, I was part of a project team that streamlined our supply chain process, which resulted in a 15% reduction in operational costs. By conducting thorough analyses and implementing data-driven strategies, we improved the efficiency of our inventory management system, leading to faster turnaround times. Additionally, I led a cross-functional initiative aimed at enhancing communication between departments, which not only increased productivity by 20% but also fostered a more collaborative workplace culture. These experiences have equipped me with a solid understanding of operational challenges and the skills necessary to address them effectively.

I am particularly drawn to Acme Corporation's commitment to innovation and operational excellence, and I believe my proactive approach and problem-solving abilities align well with your goals. I am eager to contribute my insights and learn from your seasoned team. I would be thrilled to discuss how my background, skills, and enthusiasms align with the objectives of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity in further detail.

Sincerely,

Jordan Thompson