

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Chief Technology Officer

Dear Hiring Manager,

I am excited to apply for the Internship Chief Technology Officer position at Acme Corporation, which I discovered on your careers page. With a strong background in computer science and a passion for innovative technology solutions, I am eager to contribute to your esteemed team and help drive Acme's strategic initiatives forward.

During my time at university, I led a project that developed a mobile application designed to optimize public transportation routes in our city. This initiative not only improved the efficiency of the transit system by 20% but also won the university's annual tech competition, highlighting my ability to translate complex technical concepts into practical applications. Additionally, I interned at a startup where I collaborated with a team to design a cloud-based data analytics tool that increased client data processing speed by 30%. These experiences have honed my technical skills and provided me with a solid foundation in project management and team leadership, crucial for the Chief Technology Officer role.

I am particularly drawn to Acme Corporation's commitment to innovation and sustainability in technology, and I am enthusiastic about the opportunity to work with a company that is at the forefront of industry change. I would love the chance to discuss how my background, skills, and ambitions align with the goals of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith