

Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Internship Claims Adjuster

Dear Hiring Manager,

I am excited to apply for the Internship Claims Adjuster position at Acme Corporation, as advertised on LinkedIn. With a strong interest in the insurance industry and a commitment to providing excellent customer service, I believe this internship aligns perfectly with my career ambitions and skills. I am eager to contribute to your team and gain valuable experience in claims adjustment processes.

During my academic career at State University, I completed a project where I analyzed the efficiency of claims processing systems in various insurance companies. My research highlighted key areas for improvement, and I presented my findings to a panel of professors and industry professionals, receiving commendations for my analytical skills and attention to detail. Additionally, my recent internship at XYZ Insurance provided me with hands-on experience in customer relations and claims reviewing, where I successfully assisted in reducing claim processing time by 15% through detailed documentation and follow-ups. This experience sharpened my organizational abilities and gave me practical insights into the challenges and nuances of claims adjustment.

I am particularly drawn to Acme Corporation's commitment to innovation in the insurance sector and its focus on enhancing customer satisfaction. I am enthusiastic about the opportunity to further develop my skills under the guidance of your experienced team. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of your organization. Thank you for considering my application; I look forward to the opportunity to speak with you.

Sincerely,

Jordan Lee Smith