

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Communications Manager

Dear Hiring Manager,

I am excited to apply for the Internship Communications Manager position at Acme Corporation, which I discovered on your careers page. With a strong passion for strategic communications and a background in media relations, I am eager to contribute my skills to your dynamic team and support Acme's mission of driving innovative communication strategies.

During my recent role as a communications intern at XYZ Agency, I successfully developed and implemented a digital campaign that increased client engagement by 30% over three months. By leveraging social media analytics and crafting tailored content, I was able to enhance brand visibility and attract a younger demographic. Additionally, I collaborated with cross-functional teams to create informative newsletters and press releases, leading to a 50% increase in media coverage for key client initiatives. These experiences have honed my ability to convey complex information clearly and persuasively, a skill I believe is essential for the Internship Communications Manager role at Acme Corporation.

I am particularly impressed by Acme Corporation's commitment to innovation and its focus on effective communication within the industry. I am eager to bring my experience in project management and social media strategy to your team, helping to create impactful communications that foster positive relationships with stakeholders and the community. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation.

Thank you for considering my application. I am excited about the possibility of contributing to Acme Corporation and would love the chance to discuss my candidacy further. I look forward to your response.

Sincerely,

Jordan Lee Thompson