

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Compensation Analyst

Dear Hiring Manager,

I am excited to apply for the Internship Compensation Analyst position at Acme Corporation, as advertised on your careers page. With a strong foundation in data analysis and a keen interest in compensation strategies, I am eager to contribute to your team and assist in developing equitable compensation structures that support employee satisfaction and organizational goals.

During my studies at the University of XYZ, I completed an internship with the HR Analytics team, where I successfully led a project that analyzed compensation data for over 500 employees. By utilizing Excel and statistical software, I identified discrepancies in salary distributions based on gender and tenure, which resulted in a comprehensive report that suggested targeted adjustments. This initiative not only informed compensation policies but also enhanced the organization's commitment to equity and transparency. Additionally, my involvement in a student-led consulting project allowed me to collaborate with a local non-profit to analyze their compensation framework, where I developed recommendations that improved their employee retention rate by 15% over six months.

I am particularly drawn to Acme Corporation's commitment to fostering a diverse and inclusive workplace. I am eager to bring my analytical skills and passion for compensation analysis to your organization, helping to create strategies that attract and retain top talent. I would love the opportunity to discuss how my background and skills align with the needs of your team further. Thank you for considering my application.

Sincerely,

Jordan Taylor